

2024/2025

FAMILY HANDBOOK

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Welcome

Welcome to Scholars. This handbook provides valuable information to help both parents and students navigate the school year. For reference, copies of all documents signed during registration are included in the Appendix. Parents and students should familiarize themselves with Scholars' policies and procedures found in this guide to help ensure a successful year for everyone.

Scholars knows choosing the path of parent-led education can be challenging, especially as our children enter the upper grades. We are both privileged and excited to come alongside you and your students on this journey.

Statement of Faith

Scholars believes in, loves and serves Jesus. While students and their parents are not required to have personally chosen Christ in order to join our Scholars Community, they should be aware that we will share the love of God and truth about God and the Bible with our students through lessons, instruction, conversation, social times, and correction.

Scholars does require that a commitment is made to support our statement of faith, in and out of the classroom, and that reverence is shown for God and the Bible by our students and families. This includes obedience to Biblical principles such as showing kindness and respect; avoiding dark or hurtful conversations; avoiding gossip about students, other families, teachers or staff; and following Godly principles as outlined in the Bible. Parents and students must sign the Scholars Statement of Faith during the registration process in order to attend Scholars. The Scholars Statement of Faith is included in the Appendix of this Handbook.

Admissions and Enrollment

Non-discrimination policy:

Scholars admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Acceptance / Non-acceptance:

In certain circumstances, Scholars may not admit an applicant. Reasons for non-acceptance include, but are not limited to:

- Lack of space in the classroom: The ratio of students per teacher in each classroom is capped.
- Family's inability to commit to the Registration documents: All registration documents included in the Appendix of this handbook must be signed by a parent.
- Incompatible prior academic performance: Report cards, student work examples, references, interviews, etc. will be reviewed to determine if Scholars feels the student would/would not be successful in our program.

- Special needs/modifications required: Scholars is not equipped with the resources to serve students who require special educational programs due to learning or behavioral disabilities.
- History of disciplinary concerns: Scholars may contact students' prior educators regarding expulsions, repeated or recent suspensions, or other behavioral concerns/programs such as DAEP.

Removal or Re-enrollment:

In certain circumstances, Scholars may remove a student, or decline to re-enroll a student based on:

- Conduct by the student or the student's family
- Failure of student to meet academic requirements
- Failure of student or family to conform to Scholars registration commitments
- Significant violation of Scholars policies

Teachers and Staff

Scholars contracts teachers who are experts in their fields and passionate about what they teach. Our teachers in our core classes have a college degree, are followers of Christ, and are ministry-minded. Background checks are performed on every administrator, teacher and substitute teacher employed at Scholars.

Student Conduct

Students are expected to conduct themselves with integrity and honor in all circumstances. Our desire is that our classrooms will be communities of learning where students and teachers are courteous, grateful, and respectful. We strive for a focused, controlled, and an engaging atmosphere. Students are expected to observe the principles listed in the Student Covenant they sign during registration. A copy of the Student Covenant is included in the Appendix of this Handbook.

Academic Integrity

Scholars' goal is to provide challenging, engaging and interactive instruction. We expect our students to do their best and display integrity in all things. Violation of the any of the following will result in a zero on the assignment and possible other disciplinary action:

Participation: Failing to participate by bringing completed assignments to class and contributing to class discussions.

Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work.

Plagiarism: Taking credit for someone else's words and ideas.

Receiving help on assignments: Unless specified as "group work" by the instructor, class and homework should be completed by the individual student. Parents will of course *help* the student with homework, but they may not *do* the homework in the student's place.

Dress Code

The Scholars dress code is outlined below:

- The length of shorts, skirts, or dresses must be mid-thigh or longer.
- Spaghetti straps, leotards, halters, and undershirts as outer garments are not permitted.
- All shirts must be worn so as not to expose bare chest/cleavage/belly/back/buttocks..
- Any holes in pants must be below mid-thigh or worn with leggings/patches.
- Students must wear shoes for safety.
- Hair must be neat, clean, and well groomed (including facial hair).
- Visible inappropriate tattoos are not permitted.
- Any clothing that attracts undue attention or detracts from the learning process is not acceptable.
- No sweatshirt or jacket hoods may be worn during class.

Safety

Sign-In:

All students and visitors must sign in upon admittance to the Scholars campus and sign out prior to leaving.

Arrival/Pickup:

- Parents should drop off students at the designated entrance doors **5-15 minutes** prior to the start of the student's first class. NOTE: Repeated tardies are disruptive and disrespectful to teachers and classmates.
- Parents should pick up students at the designated exit doors no later than **10 minutes** following the student's last class.
- Students who drive themselves should park in the designated area and proceed inside.
- Scholars Staff and Volunteers will monitor doors and provide admittance/exit.

Attendance Policy

As Scholars is a two-day-week program, attendance is vital for students. However, we realize that illness and other family commitments may occasionally require a student to be absent, arrive late or leave early. In these cases, the parent should notify Scholars Admin by sending a message in MySchoolWorx (see below section on MSW) or texting Scholars Admin at 346-708-4475.

Illness:

Any student with a temperature of 100° F or above or any other signs of contagious illness (i.e., vomiting, diarrhea, unexplained rash, etc.) will be sent home, no exceptions. He/she must be fever free (less than 99.5° F) for 24 hours without medication before returning to school.

Likewise, if an antibiotic or other therapy is prescribed, the student must complete the antibiotic or therapy 24 hours before he/she may return to school.

Excused Absence:

Absences reported to Scholars prior to missing class are considered excused.

Scholars cares about the safety and well-being of our students. A parent must notify us as soon as possible if their student will be absent or late.

Unexcused Absence:

Any absence that is not approved or confirmed by a parent is considered unexcused. Multiple unexcused absences will require a parent conference. Repeated, unresolved, unexcused absences (skipping classes) may result in expulsion from Scholars.

Multiple Absences:

Scholars will contact parents to discuss the student's situation if a student has excessive absences.

If the absence is not for illness or injury, then the student may be disenrolled from Scholars to pursue his or her studies independently at home.

Tardy:

Any student who arrives five or more minutes late to class is considered tardy. The teacher will decide if the tardy is excused or unexcused, based on the circumstance. Excessive tardies will result in a phone call to parents.

Leaving Campus:

Students are not authorized to leave campus without a parent during regular school hours unless prior approval from the parent and school administration is granted. To request approval for students to leave campus between classes please email Scholars Admin through MSW.

School Closing Procedures - Severe Weather:

In the case of inclement weather, Scholars generally follows Humble ISD decisions, though Scholars may decide upon more stringent measures. If Humble ISD chooses to close/delay start, Scholars will also close/delay. Scholars Administration will notify families through MSW broadcast alerts for delays, closures, or emergencies. Parents and students should make sure their MSW accounts are set up to receive broadcast messages. See below section on MSW.

Lunch/Coffeehouse

Lunch:

A supervised lunch period is provided for students between third and fourth period. Students should bring lunch as we only provide coffee, water, light snacks, and cocoa.

Snacks:

Scholars uses volunteer sign-up sheets to provide small snacks and water for our students to enjoy during the school day. ***We ask that students exercise self-control and discretion when taking snacks.*** Scholars will provide coffee and cocoa. We appreciate any and all donations parents are able to make to help support this offering. Parents will have the opportunity to sign up for donations at the beginning of the school year.

Coffeehouse:

Students remaining at Scholars during periods when they are not enrolled in class must register for Coffeehouse. This is a monitored time used for quiet conversation, studying and test taking. Students using a laptop, cell phone or other electronic device must wear headphones/earbuds.

Student Leadership Program

High Schoolers are invited to participate in our Student Leadership Program. High School students may serve in leadership positions and have opportunities to gain service hours both during regular school hours and through participating in outside community events. Students serving in leadership positions must meet GPA requirements. Middle School students may also join the outside community events as they are our future leaders. Through regular attendance and participation, they learn important skills such as meeting planning, procedures, and execution.

Homework/Grades

Students of Scholars are legally considered home schooled students and Texas law states that parents are ultimately responsible for their students' grades. As a class community, Scholars comes alongside parents to assist them in their home school efforts by providing teachers, curriculum, assignments, and grades. Parents are expected to maintain awareness of all live (daily) grades and quarterly report cards. Though Scholars assigns grades, parents are responsible for the creation of official transcripts for their students. Ultimately, parents make the final decision regarding the grade they choose to report on a student's transcript.

Workload:

As Scholars is a two-day-week program, there will be a good amount of independent work students must do at home, on their own. The amount of independent work students will have will vary depending on the class/subject/assignments. A project, reading or heavy writing assignment may take much more time. Teachers strive to assign meaningful work meant to challenge students.

My School Worx (MSW)

My School Worx is the software Scholars uses to:

- Manage student/parent information
- Maintain attendance records
- Create lesson plans
- Assign homework
- Record grades
- Email with teachers, students and parents
- Send broadcast text and email messages, such as school closings due to weather or building issues, reminders of extended hours or events, etc.

Parents need a login to:

- Monitor their students' performance
- Receive emails from teachers and administration
- Stay up to date on school schedules and events

Students need a login to:

- See their homework and in-class assignments
- Review their grades and ensure they have no missing work
- Receive email updates from teachers and respond when needed
- Stay up to date on school schedules and events

MSW training and handouts will be provided to parents and students prior to the first day of class.

Grade Scale

Scholars uses the following grade scale:

| Grading Scale | | | | |
|----------------------|--------------------|-------------------|--------------------|----------------------|
| A- 90 to 100 | B- 80 to 89 | C-75 to 79 | D- 70 to 74 | F-69 or below |

Late Work:

Keeping up with homework/independent work is vital to student learning. Late work is accepted, but penalties are imposed. Below is a general guideline for late work grading, though our teachers have discretion to grade according to their own judgment.

Daily Participation:

Arriving to class with completed assignments/projects and engaging in class discussions/activities ensures the student is learning and growing in life-long skills. The student's participation grade will suffer if he/she fails to meet these requirements.

| Late Work Grading Scale | |
|--------------------------------------|-----------------------------|
| Late 1 class day: 50 or below | Late 2 class days: 0 |

Grade Reports:

Up-to-date grades are available through MSW at all times. Official grade reports are sent to parents at the end of each grading period and **parents are required to sign the reports**. Scholars operates on a 4-quarter, 2-semester basis. Report card dates are listed on the MSW calendar.

Failing Grades:

Scholars has a vested interest in student commitment to good grades for the success and encouragement of individual students and the class community as a whole. We take failing grades (69 or below) seriously and ask that parents partner with us to help their students improve. As a result, parental signatures on Homework will be required if a student has a failing average in the class.

Teachers and parents may utilize email through MSW, phone conferences and face-to-face meetings to discuss and agree upon plans for improvement. If failing grades persist, Scholars may require tutoring to be added to the student's schedule. Tutoring may be arranged with Scholars teachers or other outside qualified sources. Tutoring fees will be the responsibility of the parent. Scholars reserves the right to expel failing students if the teacher and staff determine effort and improvement is not being made on the part of the student.

Class/Schedule Changes

Scholars provides an evaluation period at the beginning of the school year in which students may add/drop classes without financial penalty. Please refer to the Tuition and Fee Agreement in the Appendix of this Handbook for more information. Please see the section below regarding Parent Concerns for issues arising after the evaluation period. To request a change of schedule, please email admin@myscholars.org to request the appropriate form.

Technology

Scholars recognizes personal technology devices are powerful tools that enhance learning and enable students to access vast amounts of academic resources. Scholars offers wireless network connection to students through our facility's wi-fi system. Students are expected to adhere to all conduct and integrity policies when using electronic devices on campus. Scholars is not responsible for any content accessed by students while on campus but may confiscate devices if questionable use is observed or use of the device is disruptive. All devices must be put away in a backpack or purse during the instructional period except for ones approved for educational purposes. Teachers may confiscate devices including phones, headphones, and earbuds if used in class without permission.

School Calendar

Scholars calendar can be found online *here*

Staff/Teacher Communications:

Staff/Teachers are available by email through MSW, or in person on school days. Appointment times can be scheduled directly with a staff member or teacher through MSW email.

Administrative staff generally respond to MSW messages and phone calls within an hour.

Teachers generally respond to MSW messages within 24 hours. Return calls and emails may take longer over the weekend or during holidays.

Social Media:

Please be sure to follow us on social media

<https://www.facebook.com/ScholarsConnection/> or on Instagram @thescholarsconnection

Discipline

Scholars believes in our students and in their individuality. If correction is needed, we follow the policy below, as stated. For conduct expectations, see the Scholars Student Code of Conduct included in the Appendix of this handbook.

Disciplinary Measures:

Scholars partners with parents in discipline and will incorporate consequences if needed.

Discipline is designed to be instructive and not merely punitive. We look for behavior

modification, but also encourage students to seek inward godliness. Every discipline problem is

an opportunity to expose sin and remind us of our need for a Savior. Scholars strives to nurture our students' hearts, minds, and spiritual growth during this process.

Scholars observes 3 levels of discipline prior to more serious action. Scholars reserves the right to decide which level is appropriate for the offense. Parents are not contacted until Level 3. If disciplinary actions are unsuccessful, Scholars will move to Suspension or Expulsion.

Level 1: Verbal correction from the teacher or staff member who is present.

Level 2: Lunch or CoffeeHouse detention, loss of classroom privileges, writing an apology, etc.

Level 3: Counsel/reprimand with Scholars Administration and contact with parents.

Suspension:

If a student is reprimanded, (Level 3), 2 times in a year, the student will serve a suspension of one school day (Tuesday or Thursday). Students are responsible for making up any class-work missed during their suspension. More serious infractions that would result in immediate suspension include (but are not limited to):

- cheating
- stealing (may result in expulsion depending on degree of offense; at discretion of Scholars Staff)
- vandalism of facility property
- severe disrespect to teachers, staff, or other students
- fighting
- skipping classes or leaving campus without permission
- bullying
- threats to themselves or others

Expulsion:

Expulsion is a serious matter that is dealt with on a case-by-case basis. A student is subject to expulsion if previous disciplinary measures, including Administrator meetings and suspension, have proved ineffective. Serious acts may bypass Administrator meetings/suspension and an expulsion imposed immediately. Examples of such serious misconduct include (but are not limited to):

- threats/acts endangering the lives of other students or staff members
- gross violence
- stealing
- use or possession of alcohol, tobacco, or illegal drugs
- vandalism of facilities
- brandishing a weapon
- persistent bullying
- violations of civil law
- continued disrespect of authority
- continued non-compliance, or non-engagement in class
- ongoing failing grades

NOTE: The list above is not all-inclusive. Scholars reserves the right to make final decisions regarding expulsion. In the event of expulsion, parents remain liable for full tuition payment.

Parent Concerns

While we hope students and parents are satisfied with Scholars and its classes, we realize that not every class and student will necessarily be a good fit.

If there are questions or concerns regarding a particular class, its curriculum, or other students in the class any time after the two-week assessment period, please contact the teacher directly either through MSW or by phone. Parents and teachers should discuss the concerns and make a good faith attempt to correct the situation. If a satisfactory solution is not found with the teacher, then please contact Scholars Administration.

If the class or the teacher turns out not to be a good fit for your student, it may be possible to switch the student to a more appropriate class.

If there are serious concerns or complaints about a teacher or another student, please contact Scholars Administration as soon as possible so that the issue can be addressed.

Who do I contact if...

My child is sick or needs to leave early: Send email to admin@myscholars.org or text us at (346) 708-4475.

I have a question about my invoice: finance@myscholars.com

I want to share Scholars' general email: admin@myscholars.org

Appendix- Registration Forms

The following statements are part of the Scholars registration process. Parents sign the forms electronically at the time of registration. These statements are included here for reference.

Commitment of Parents to Direct Education

Scholars is classified as a homeschool class community. Scholars is not a school in the traditional sense of the world, but rather a facilitator in the meeting of students with independent instructors for the purpose of enhancing the student's homeschool program as designed by the parent. Our program is designed for those families who are sincerely committed to parent-directed education, in which the parents view themselves as having the primary responsibility for their student's education.

Texas law requires that home schools be conducted in a "bona fide manner" using a written curriculum consisting of READING, SPELLING, GRAMMAR, MATH and GOOD CITIZENSHIP. Students who plan to attend college should be studying a more rigorous program that also includes SCIENCE, HISTORY, FOREIGN LANGUAGE, and certain other courses as required by their college of choice. Students who are enrolled in any Scholars programs or classes are expected to be studying the required "core" subjects either at Scholars, through another venue, or at home under the direction of a parent according to state law.

Statement of Faith

While students nor their families are required to be Christians, we ask that while enrolled in Scholars, they agree to support our statement of faith.

Scholars believes and teaches that:

There is **ONE Sovereign God** in three persons: the Father, the Son and the Holy Spirit.

There is **ONE Way of Salvation:** faith in Jesus Christ, the Son of God, who lived as a man, died for the sins of all men, and was resurrected so that all who believe in their hearts and confess Jesus as Lord with their mouths will be saved.

There is **ONE Book of Truth:** the Bible, God's written revelation to man, authoritative, reliable, inerrant, and without need of any other document to complete its message.

We accept the Bible as authority in every decision and policy, including our belief that we are to love all people, marriage is ordained by God as a union between a man and a woman, life begins at conception, and any and all other beliefs and decisions.

There is **ONE Body:** the Church, with its many parts acting in unison.

Children are given by God as a stewardship to the **Parents** and not the state. Further, we hold that parents have wherewithal and authority to educate their own children. **Proverbs 22:6, Deuteronomy 6:6-7, Ephesians 6:4**

We support the [Nashville Statement](#) regarding human sexuality as we believe it to be biblically, faithfully, and doctrinally sound, as per the Bible. We affirm that:

God created Adam and Eve, the first human beings, in his own image, equal before God as persons, and distinct as male and female. **Genesis 1:26-28, Romans 8:29**

Divinely ordained differences between male and female reflect God's original creation design and are meant for human good and human flourishing. **Genesis 5:2, Col 3:10**

The differences between male and female reproductive structures are integral to God's design for self-conception as male or female. **Psalms 139:13, Genesis 1:27**

Self-conception as male or female should be defined by God's holy purposes in creation and redemption as revealed in Scripture. **Romans 1:18-20, 1 Cor 8:6**

It is sinful to approve of homosexual immorality or transgenderism and that such approval constitutes an essential departure from Christian faithfulness and witness. **Leviticus 18:22, Mark 10:6-9**

It is our duty to speak the truth in love at all times, including when we speak to or about one another as male or female. **Galatians 5:14, Eph 6:14, John 8:32**

I acknowledge that I am aware and understand:

The Christian faith, based on Christ with a belief in the infallibility of the Bible, will permeate teaching in all classes and may be shared during any and all Scholars events as the one path to heaven.

While students are not pressured to make any faith decisions, they will be encouraged and invited to follow Christ.

Although families and students of other faiths are welcomed to Scholars, they are not permitted to encourage or influence other students toward non-Christian faith and may not expect special accommodations for practicing their faith.

Scholars staff and teachers will speak God's truth in love when needed and as appropriate to students. We will notify parents regarding any comments or occurrences which are not God-honoring including those that are related to gender and human sexuality.

Having received Christ's love ourselves, Scholars staff members look forward to sharing His love with families and students of many faiths.

"By this everyone will know that you are my disciples, if you love one another." **John 13:35**
"Therefore go and make disciples of all nations.." **Matthew 28:19**

Tuition and Fee Agreement

Registration Fee:

- \$155 per student
- \$309 two students
- \$385 family maximum

The Registration fee is non-refundable.

Tuition and Fees:

- Core and elective classes cost \$675 per class per year. Classes meet twice-a-week for a total of 140 minutes of instruction.
- CoffeeHouse (CH) costs \$225 per year per CH period. CH is a central room for studying, visiting, and snacking between classes and is available each period of the day.
- FACTS class: \$360.00 per year
- College Test Prep: \$360 per year
- DISCOUNT: Students taking four or more classes will receive one free CoffeeHouse.
- Supply fees: Classes may require a supply fee and will be detailed under class descriptions on the Scholars website. NOTE: Supply fees are subject to change prior to the first day of classes.

Free Services/Products:

- Coffee and Cocoa are provided by Scholars. Families may utilize a sign-up sheet to provide water and snacks for all students to enjoy.
- A monitored 30-minute lunch period is available each school day (students supply their own lunch)
- Course placement testing
- MySchoolWorx parent and student training and support

Invoicing/Payment Options:

- Scholars will email a payment selection form once classes have been chosen. Invoices will be sent once this form is received and processed.
- Payment Options:
 1. Pay a full year's tuition by bank draft or check (with no added fees).
 2. Pay a full year's tuition by credit card/debit card (a 3% fee will be added to cover charges from merchant services).
 3. Monthly payments: 9 payments August-April by recurring automatic bank draft (a 5% processing fee will be added each month)
 4. Monthly payments: 9 payments August-April by recurring automatic credit/debit card (a 5% processing fee for the monthly payment plan and a 3% merchant services fee will be added)

Add/Drop/Withdrawal Period: To accommodate student needs, Scholars provides an assessment period through the second week of the school year (Sept 3-Sept 13). During this time, students will receive a full refund for drops/withdrawals.

Commitment to Classes: After the two week assessment period, tuition will not be reimbursed. We must do this to keep our commitment to our teachers and for the viability of our class community. (Extreme circumstances will be brought before the Board and taken into consideration.)

Use of Student Information

The following information will be shared only with Scholars staff who have a legitimate educational interest in your student, including the Scholars Board or administration, Teachers, Substitute Teachers, or Volunteers (if they are directly involved with the student).

- Learning Disabilities (Example: Dyslexia)
- Personal Health Information (Example: Food allergy, medication allergy)
- Emotional concerns or other personal information that may apply to the learning environment

Photo Release

I grant the Scholars staff and the Scholars board the right to photograph my students and use the photo and/or digital reproduction for publication and educational purposes whether electronic, print, digital, or electronic publishing via the Internet. This permission applies to:

Instagram/Facebook/other social media (Public) pages

Homeschool class photos for yearbook

Policy for Signing Forms Electronically

Scholars provides registration forms online for the convenience of our families. We take the following steps to ensure that online signatures are in compliance with E-SIGN and UETA Acts.

1. A statement is placed on the website prior to the first form informing parents of the use of electronic signatures/initials and requiring they enter their name and date to indicate acknowledgement and acceptance. Each policy/form thereafter requires initials to indicate agreement with the policy.
2. Each form can be reproduced (printed) by the parent.
3. Data collected on forms are date and time stamped.
4. Forms are secure on Scholars' website (private other than Scholars authorized users).

Student Covenant

As a student choosing to attend classes at SCHOLARS:

- I agree to keep my peers accountable, not simply relying on adult intervention. When necessary, I will let adults know if a student needs guidance, as I care about my fellow students.
- I agree to show respect through my words, actions, and attitude towards parents, teachers, students and guests.
- I agree to do my best to maintain a 70% or better in my classes.
- I agree to follow the academic integrity policy listed in the student handbook.
- I agree to be in class on time.
- I agree to abide by the SCHOLARS dress code.
- I agree to not participate in public displays of affection.
- I agree to not use hurtful humor or profane language.
- I agree to not vandalize school property, including writing/doodling on tables or school books/materials.
- I agree to not roughhouse/wrestle with, hit or shove my classmates, or take things that belong to them playfully or otherwise.
- I agree to not bring weapons, knives, flammable materials, alcohol, tobacco products, or illegal drugs onto the SCHOLARS campus.
- I agree to stay in approved areas and not to loiter in the parking lot or walk off campus.
- I agree to not surf the web, text, email, listen to music or talk on my cell phone during class.
- I agree to use earbuds only when sitting in Coffeehouse. I will not wear them in class or in any other areas of school.
- I will help create an inclusive, not exclusive or “cliquish” environment.

Dispute Resolution

Any claim or dispute arising from or related to participating in Scholars activities shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation by the Christian Conciliation Service®, a division of Relational Wisdom 360 (complete text of the Rules is available at [RW360](#)).

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.