



RIVENDELL STUDY CENTER, INC.
A CHRISTIAN AND CLASSICAL STUDY CENTER

F a m i l y H a n d b o o k

Revised 1/31/24



Table of Contents

RIVENDELL'S VISION AND MISSION	3
EDUCATIONAL PHILOSOPHY	4
STATEMENT OF FAITH	5
STATEMENTS OF NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICIES	6
COMMUNICATION POLICY	7
PARENTAL INVOLVEMENT	8
PARENT OF THE DAY (POD) RESPONSIBILITIES	9
STUDENT RULES OF CONDUCT	10-11
DISCIPLINE POLICY	12-13
DRESS CODE	14
ATTENDANCE POLICY	15
CLASS PREPARATION POLICY	16
HOME ASSIGNMENTS	17
SNOW CANCELLATION POLICY/GOVERNMENT CLOSURE POLICY/ EMERGENCY DRILLS	18
FINANCIAL POLICY	19-20
METHODS OF PAYMENT AND PREFERENCE FOR FULL-TIME STUDENTS	20
FAMILY HEALTH AGREEMENT	21

A CHRISTIAN AND CLASSICAL STUDY CENTER

VISION

Our goal is to glorify God by equipping students with the tools necessary for a lifetime of learning and encouraging them to live and think within a Christian worldview grounded in the Bible.

MISSION STATEMENT

Our mission is to support and enhance the efforts of home schooling families by providing classical and Christian tutorial services emphasizing the methodology of the trivium, the educational foundation of our Western culture.

CHRIST-CENTERED

In all its levels and teaching, Rivendell seeks to:

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center, helping students to love God with all their minds and hearts.
2. Provide a clear example of biblical Christian life through our staff and Board members.
3. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ.

CLASSICAL

1. In all its levels and teaching, Rivendell seeks to apply the language/history-intensive classical curriculum, training the mind to analyze and draw conclusions resulting in the ability to write and speak logically and articulately. We encourage every student to develop a love for learning and live up to his academic potential. This desired result is possible by utilizing the three stages of the trivium: grammar, dialectic, and rhetoric (see definitions below):

Grammar Stage: Children at this stage are able to absorb and retain information incredibly. Therefore the grammar stage emphasizes the memorization of fundamental facts and rules of each subject through various and creative means such as songs, chants, recitations, and hands on methods. This stage consists of the K-6th grade years. (See the Lost Tools Chart.)

Dialectic or Logic Stage: Students are beyond memorizing facts, they want to know the behind the scenes facts; they want to know **why**. In this stage they are learning and applying the rules of logic to each subject so as to understand the ordered relationship of particulars in each subject. This stage occurs approximately in 7-9 grade years.

Rhetoric Stage: The coherent, articulate expression (through writing and speaking) of truths learned in the grammar and dialectic stages. This stage transpires at the high school level.

EDUCATIONAL PHILOSOPHY

1. God enjoins parents, not the Church or State, to “bring children up in the training and admonition of the Lord.” (Ephesians 6:4.) Therefore, we seek to honor and assist, not usurp, the role of parents in teaching their children.
2. We believe that God’s character is revealed in His Word and in every facet of creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself.
3. God commands us to love Him with our minds as well as with our hearts. (Matthew 22:37.) Therefore, we seek to individually challenge children at all levels and teach them how to learn, through the centuries old classical method.
4. We want to help parents teach their children that all they do should be done “heartily, as unto the Lord.” (Colossians 3:23). Therefore, we seek to encourage quality academic work and maintain high standards of conduct.
5. Above all, our highest goal is to provide a rigorous educational environment that challenges our students to live and think from a Christian worldview.

STATEMENT OF FAITH

The following statements are the basic elements of Christianity that will be taught, and which the policies and practices of Rivendell Study Center, Inc. shall reflect, at all grade levels.

1. We believe the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original languages, infallible and the final authority in faith and life.
2. We believe that there is one living and true God, eternally existent in three persons: Father, Son and Holy Spirit. We believe the God we serve is the creator and sustainer of all things, and the source of all truth. He is holy, righteous, good, loving, just, and full of mercy.
3. We believe that God upholds, disposes and governs all creatures, actions and things, and that God, in His ordinary providence, makes use of means, yet is free to work without, above or against them at His pleasure.
4. We believe that because of Adam's sin all mankind stands guilty before God and in need of redemption. The sinful condition of man's heart is revealed in passive and active rebellion against God, and cannot be changed by man's power or will. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe in His virgin birth, in his sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
6. We believe that salvation is by grace through faith alone, and that good works, done in obedience to God's commandments, are the fruits and evidences of a true and lively faith.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection on the last day and that all will be judged by Jesus Christ. We believe in the existence of a literal heaven and a literal hell.

STATEMENT OF NON-DISCRIMINATION POLICY

Rivendell is a private not-for-profit educational organization. It does not discriminate on the basis of age, race, color, sex, physical disability, or national or ethnic origin in the administration of its educational policies, admission policies and other administrative policies.

STATEMENT OF SEXUAL HARASSMENT POLICY

Rivendell is guided by biblical standards of conduct including “treating others as we would like to be treated” (Mathew 7:12). In accord with these standards, and in accord with New York State and Federal Law, we are opposed to any harassment in our organization, including sexual harassment. State and Federal law view sexual harassment as a form of discrimination.

Rivendell is committed to providing a sexual harassment free environment for all associates of our organization, including those who contract with us or otherwise have an educational, administrative, business, maintenance, or voluntary relationship with us, whether paid or unpaid. Anyone associated with us or who has a relationship with our organization and believes that they are a victim of sexual harassment at Rivendell are encouraged to file a complaint with Rivendell. and/or with appropriate government entities.

Rivendell considers all sexual harassment complaints to be serious, and recognizes that false complaints can have a serious effect on innocent persons. We trust that all who are involved with Rivendell will act responsibly to maintain an environment free of harassment in accord with biblical moral standards and applicable law.

Since this is a partnership with Rivendell, the presence of parents at the Study Center is expected in any number of capacities. For this reason, we are obligated to follow the New York Department of Labor’s requirements for regarding the Sexual Harassment Policy for all adults, thereby anyone who would be present. Rivendell’s complete sexual harassment policy will be made available to all parents at the beginning of the instructional year.

COMMUNICATION POLICY

We consider it a great privilege to assist families in educating their children. We are committed to upholding and supporting parental authority in the lives of students. We also recognize that ours is a learning community, where families are working together to fulfill shared goals. These relationships require, and we strongly encourage, prompt and clear communication.

In the event of conflict, communication should follow the biblical standards set forth in Matthew 18 and James 3. In all matters, conflict should be handled discreetly and carefully, while believing and speaking the best about each other. The failure to follow those biblical standards can be deeply harmful to individuals and institutions, and may result in action by Rivendell, up to and including expulsion, at the Board's discretion.

Parents to Tutors: If an issue should arise regarding individual tutor rules or procedures, the parent should speak to the tutor before discussing the matter with those in authority over the tutor.

Parents to Administrator: If an issue should arise concerning rules, procedures, programs, finances, facilities, curriculum, tutors, or a similar issue, parents are encouraged to send an e-mail to the Head of Study Center (HOSC) at rivendellstudycenter@gmail.com. If, after that e-mail and any related discussions, the final decision of the HOSC does not result in a satisfactory resolution and the issue is significant, parents may make an appeal to the Board. This is done by sending an e-mail to the Board at rivscboard@gmail.com for consideration at quarterly scheduled Board meetings, or sooner if deemed urgent by the Board.. The e-mail should summarize the matter and provide a detailed explanation as to why redress is being sought.

Tutors to Parents: If an issue should arise concerning a student's learning or behavior, tutors should speak directly with the student's parents before discussing the matter with the Head of Study Center or Board members.

PARENTAL INVOLVEMENT

Although parents of Rivendell students have employed tutors to help meet their goals, they retain the primary responsibility for the education and upbringing of their children. Rivendell requires close parental involvement. Each family is expected to participate in the following ways:

- Pray for our children, their tutors, and the direction of their education.
- Oversee your children's class work, and work with them on any assignments to be completed at home.
- Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
- Attend all parent-tutor conferences. Informal conferences may be held if necessary at the request of the parent or tutor.
- Be aware of and praise your child's progress.
- Read and respond (when necessary) to all paperwork sent home by Rivendell. This is essential to the efficient running of the Study Center.
- Serve as Parent of the Day on a rotational basis.
- Communicate your ideas for improvement. We want to hear from you!

PARENT(S) OF THE DAY RESPONSIBILITIES

The Parent(s) of the Day [POD(s)] must arrive at the study center at 8:00 a.m. on his/her scheduled day.

The POD(s) will be responsible for carrying out the duties set forth on the daily POD schedule. Such duties include, but are not limited to, supervising student breaks, assisting in the classrooms (e.g., helping students, assisting in discipline, relaying messages, gathering/organizing supplies, etc.), making copies, monitoring lunch and study hall, and assisting as directed by the Head of Study Center and tutors.

During snack and lunch breaks, the POD(s) will be the responsible adult. It will be the POD(s) responsibility to keep order and see that the students complete their assigned duties (clean up, etc.). It will also be the POD(s) responsibility to see that children return to their classrooms at the appropriate time.

In addition to serving as Parent of the Day, parents will be encouraged to assist with Rivendell's Celebration of Learning event. This event will be held in the evening, will be center-wide, curriculum-related activities in which the children will be presenting art work, foods, music or other performance, etc. (Themes include things such as: Medieval Feast, Renaissance Fair, Ancient Civilizations Night.) Rivendell families will be asked to help with decorations, food preparation, costume-preparation, set-up and clean-up, etc. All families will be given the opportunity to invite friends, relatives and neighbors to these events.

STUDENT RULES OF CONDUCT

1. Students are expected to observe Christian standards of behavior and conversation. For example, students must speak honestly, respect their peers and submit to authority.
2. Students shall promptly and cheerfully obey the reasonable directive of a tutor or the Parent of the Day.
3. Students must comply with the dress code in all respects.
4. Students must comply with the electronics policy in all respects

All Students: Electronic musical devices or games are not permitted at the Study Center.

Grammar Students: Cell phones or any other electronic devices are not permitted at the Study Center. Students bringing any of these devices will have them held by the Head of Study Center and given to the parent at pick up time.

Dialectic and Rhetoric Students: Cell phones may be brought into the Study Center and deposited in the appropriate bin on the POD desk at the top of the stairs. They may be used at the POD desk between classes. Rhetoric students with off-site privileges should take their phones with them when leaving the Study Center.

Computers, tablets, or other electronics may be used during class time if approved by the tutor. If the student is using a computer or tablet, the student should be seated so that the screen of such device faces the classroom door. The same rules apply to any study hall time, with the Head of Study Center providing approval for the device. Such devices must be used in the designated area.

5. Students are expected to be aware of and avoid the off-limit areas of the building. Students should not play on or around cars in the parking lot.
6. Running is not allowed in the building.
7. Students are expected to treat all class materials and facilities with respect and care.
8. Students are expected to treat one another, tutors, staff, Parent of the Day, and other parents with kindness and respect. Teasing, criticizing, name-calling and other forms of verbal or physical abuse are not acceptable behavior.
9. Students are expected to treat prayer and class discussion with proper reverence. Jokes, songs, or behavior that trivialize or exhibit disrespect towards God or others are not acceptable behavior.
10. Public displays of affection in the context of boy/girl relationships are not permitted at Rivendell. Jokes and teasing on this subject are not acceptable behavior.
11. Any missed work due to absences should be completed in a timely manner as set forth in the Home Assignment Policy in the Family Handbook.
12. Students may not speak out of turn during class time and must raise their hand.
13. Clowning around and other forms of disruptive class behavior and gum chewing are not acceptable behavior.
14. It is expected that students will work diligently, participate in class discussions, and concentrate on their work while at the Study Center.

15. Students accept responsibility to complete all homework assignments in a timely manner and be prepared to participate in class discussions.
16. Students recognize that they are to be held responsible for their conduct, both in action and attitude, by their parents, tutors, and those in authority at Rivendell.

DISCIPLINE POLICY

We will seek to provide an environment where students are encouraged and challenged to exemplify Christian behavior. It is very important that our children feel safe and secure in a loving and nurturing environment. Actions that jeopardize the safety and well-being of students and staff must be dealt with firmly and expediently.

At Rivendell, discipline will consist of restitution, apologies (public and private), swift and measured punishment (corporal punishment is left to parental discretion; it will never be administered by the tutor or the POD) and restoration of fellowship. Parents will be made aware of disciplinary action as soon as possible after each incident, as well as any other concerns or warnings given to a student by a tutor or POD.

The tutor will carry out the majority of day-to-day discipline. There are instances, however, where a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

1. Disrespect shown to tutor or POD;
2. Dishonesty in any situation while in class, including lying, cheating or stealing;
3. Rebellion, i.e., outright disobedience in response to instructions;
4. Fighting, i.e., striking in anger with the intention to harm another;
5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain.
6. Continued disruptive class behavior.

If any of the above actions occur, the student will be sent from the classroom to the Head of Study Center and will not return for the remainder of that class. At the completion of class, an apology from the student to the offended tutor will be required. Restitution, parental attendance of classes with the child, or other measures deemed appropriate may be requested by the Head of Study Center. In severe cases, where there is no change in the student's actions or assistance from the parents, the child will be expelled for the remainder of the academic year.

1. Suspension: The Board will normally follow the protocol below. In cases where change is evident and the student appears repentant, exceptions are possible. The Board will determine in its sole discretion (in consultation with the tutor(s)), if an exception is to be made. Appeals for exceptions will not be recognized. First Offense - Warning, restitution/apologies, suspension for remainder of the day. (Missed work must be turned in within one day of suspension or a grade of zero will be recorded.)

Second Offense - Restitution/apologies, suspension for two class days. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

Third Offense- Restitution/apologies, suspension for four classes. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.).

Fourth Offense - Student will be expelled for the remainder of the academic year.

2. Expulsion: We realize that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Repentance, restitution (repairing damage through work, apologies, etc.) and forgiveness are fundamental to our discipline policy. However, should a student and his parents fail to eliminate behavioral problems before a fourth offense occurs, the student will be expelled.

3. Serious Misconduct: Should a student commit an act with such serious consequences that the Board deems it necessary, the protocol defined above may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct may include, without limitation: acts that seriously endanger the safety of other students or staff members; gross violence/vandalism to the facilities; violations of law; or other

deliberate acts in clear contradiction of Scriptural commands that threaten serious harm to others. Students may be also subject to discipline for serious misconduct which occurs after Rivendell Study Center hours.

4. Re-admission: Should an expelled student desire to be re-admitted to Rivendell at a later date, the Board will make its decision based upon the student's attitude and circumstances at the time of re-application.

DRESS CODE

A dress code will be implemented at Rivendell in the interest of harmony between students and parents. The students should be **modestly** dressed in clothes that make them ready to study **and in no way draw attention to themselves**. We believe the dress code will enhance the atmosphere of the classroom and orderliness of the students. We also believe it is the parent's responsibility to make sure that their children are dressed appropriately.

Girls: Appropriate clothing includes:

Shirts: Any solid or striped polo or turtleneck. Long sleeved solid colored round necked shirts may be worn underneath polo shirts depending on the weather. No low-cut shirts may be worn.

Blouses: Long, short or $\frac{3}{4}$ length sleeved blouse with collar. Blouses must be buttoned appropriately.

Jumpers/Skirts: Any jumper or skirt worn at the knee or below. Solid colored tights, or stockings (white, dark or neutral color) may be worn.

Sweaters: Solid-colored sweaters, sweatshirts, or sweater vests accompanied by a turtleneck or collared shirt.

Pants: Solid-colored (navy, black, brown, or khaki/tan) pants, capris, or shorts (must be at the knee). No jeans. No midriff is allowed to be seen at any time.

Boys: Appropriate clothing includes:

Shirts: Solid or striped polo or turtleneck. Long sleeved solid-colored round necked shirts may also be worn underneath polo shirts depending on the weather.

Dress Shirts: Long or short sleeved dress shirt with collar.

Sweaters: Solid-colored sweaters, sweatshirts, or sweater vests accompanied by a turtleneck or collared shirt.

Pants: Solid color (navy, black, brown, or tan/khaki) or shorts depending on the weather. No jeans.

All: Shirts, blouses, sweaters, and sweatshirts should have no writing on them (small brand logos are acceptable).

Shoes should be neat and clean. Flip flops are not permitted. No shoes should be worn that draw attention to the student.

Hair should be kept neat and clean and out of the face

Hats are not permitted. And hoods should remain down.

Dialectic and Rhetoric Student Exceptions: Any dialectic or rhetoric student who desires to dress in business attire which has not been listed above (for presentations, or because of personal preference), may do so. Such business attire for girls includes solid-colored or patterned dresses (modest and worn at or below the knee). Business attire for boys includes a shirt and tie or bow-tie and any color or pattern of dress pants or suit jacket (i.e., pin stripes).

Violations of the dress code will result in the following measures:

First time violations with no other violation of the code of conduct will result in a warning to the students and an email to the parents. A write up will be placed in the student's file.

Second violations will result in the student's removal from class until a parent can bring the proper clothing. A write up will be placed in the student's file. Subsequent violations will result in the students being suspended from Rivendell for the remainder of the day. If there continues to be a lack of submission to the rules, the student will be asked to leave.

ATTENDANCE POLICY

A student enrolled at Rivendell is expected to be present and on time every day the Study Center is in session. Rivendell Study Center Hours **on** Mondays and Wednesdays **begin at 8:20 a.m.** at St. Bartholomew's Anglican Church. Doors will be open at 8:10 a.m. for student arrival. **An exception is made for illness. Rivendell will strive to make videos of missed classes available to students.**

Rivendell has set forth guidance, including health metrics that must be met in order to attend classes. Such guidance is provided in the form of a "Family Health Agreement" on page 21.

1. Short-term Absences: If a student needs to be absent from the Study Center for one to two class days, for any reason, the parents should contact the administrator by note or phone as soon as possible.
2. Long-term Absences: If a student needs to be absent for three or more consecutive class days, the parents should notify the Study Center in writing explaining the circumstances. Notice should be given as soon as possible to limit the amount of missed schoolwork.
3. Extended Absences: The Study Center will gladly cooperate with families taking their children from Rivendell for vacations, trips, etc. However, when extended absences are voluntary (i.e., not due to emergency or illness), all schoolwork should be completed within the time specified by the tutor(s). We recommend that to the extent possible students complete their assignments before planned, extended absences. This eliminates the need to work on vacation and complete make-up work.
4. Make-up work: Students may take make-up tests and submit any other make-up work before or after class. Students or their parents should discuss these arrangements with the tutor and take the initiative in completing the missed work.
5. Lateness: Students are required to arrive and be ready to begin promptly at 8:20 a.m. The Study Center will open by 8:10 a.m. to allow students to arrive and complete any necessary activities to be ready on time.

CLASS PREPARATION POLICY

Rivendell's tutors will not be required to notify parents if a child is unprepared or misses an assignment. Parents will receive quarterly student progress evaluations with suggested grades (dialectic and rhetoric classes only) but the parents will submit the final grade to their local school district.

Unprepared students will not be permitted to hold back the rest of the class. For instance, if one student has not purchased his literature book, the rest of the class will proceed as scheduled. In some classes, tutors assign activities that require the students to know material in order to participate meaningfully. If students are prepared, they may participate in the activity. Those students that are not prepared should sit quietly and watch. Unprepared students may also be sent to study hall to complete the assignment that wasn't completed at home.

If a student's lack of preparedness is disruptive to other students, he will be removed from class.

HOME ASSIGNMENTS

Rivendell tutors will give home assignments to their students to be completed with parental supervision on non-study center days. Home assignments will typically require four days of work (including the days at the study center) for the grammar stage, and five days of work (including the days at the study center) for the dialectic and rhetoric stages. The assignments will be age/level appropriate. If the student is overwhelmed with the amount of work, the parent should talk directly to the tutor. The principle reasons for home assignments are as follows:

- Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, the tutor may assign homework to allow for necessary practice.
- Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.

SNOW CANCELLATION POLICY

1. With respect to cancellations due to snow and inclement weather, Rivendell will follow the decision of the Ken-Ton School District.
2. If the Ken-Ton District delays classes due to cold weather, Rivendell Study Center will be open as usual with no delay.
3. If the Ken-Ton School District delays classes for two hours and the roads are improving, Rivendell Study Center will be open, beginning at 9:00 a.m.
4. Check your email by 6:30 AM for information regarding delays or closings. Messages may also be sent out via text message and posted on the Rivendell Study Center Facebook page.
5. In the event of weather and travel conditions deteriorating during the course of a class day, HOSC will alert parents of the early closing time by email and text. If necessary in an extreme circumstance, an alternate pick up location will be communicated if a parent isn't able to pick up a student before the building closes.

GOVERNMENT CLOSURE POLICY

1. When a federal, local, or state government states that schools will not be in session for health safety reasons, Rivendell will comply with such directives and move to remote instruction, even though we are not a school.
2. Rivendell will update parents during such closure regarding the time frame for returning to in-person instruction.

EMERGENCY DRILLS AND PROCEDURES

Rivendell is committed to having plans in place in the case of a wide range of emergency situations including fire, emergency evaluation of the building, and severe weather. Routes are posted in each classroom. Students, tutors, and parent volunteers should be aware of these procedures.

Fire drills are practiced each quarter and severe weather is reviewed each semester. Some procedures are still in development with St. Bartholomew's and local authorities and will be shared with the community when they have been finalized.

FINANCIAL POLICY

Non-Refundable Annual Application Fee: \$125 due with the application (\$75 for registration by March 15);
Tutoring Service Fees: Set forth on the website www.rivendellstudycenter.org;
Material/Lab/Tech fees: Will be determined by the tutor and assessed (varies based on the class).

Rivendell makes financial decisions based upon its projected annual revenue. Fees need to be paid promptly in order to make payments to tutors, facilities, and other financial commitments in a timely manner. Therefore, tutoring service fee commitments are made for the whole school year and are not refundable.

Full-Time Students

By registering your child(ren) in Rivendell, you are obligated to pay for a full year's tutorial fee for each of our children enrolled in Rivendell. In the event that a student who is registered in Rivendell on a full-time basis wishes to withdraw from Rivendell or change to an a la carte student:

- **After June 15 and before the first day of Rivendell classes**, the student's parents remain obligated to pay **25%** of the full year's tutorial fee,
- **Between the first day of Rivendell classes and October 31**, the student's parents remain obligated to pay **50%** of the full year's tutorial fee,
- **Between November 1 and January 1**, the student's parents remain obligated to pay **75%** of the full year's tutorial fee,
- **After January 1**, the student's parents remain obligated to pay **100%** of the full year's tutorial fee **unless** the student is able to be replaced by another student within one month of withdrawal.

Rivendell offers certain classes based on student enrollment and establishes class sizes at the end of the registration period in order to allow tutors time to prepare for such classes. In the event that your student wishes to modify their non-core course class selection (i.e., science, math, French, etc.):

- **After June 15 and before the first day of Rivendell classes**, the student's parents remain obligated to pay **25%** of the full year's tutorial fee,
- **Between the first day of Rivendell classes and October 31**, the student's parents remain obligated to pay **50%** of the full year's tutorial fee,
- **Between November 1 and January 1**, the student's parents remain obligated to pay **75%** of the full year's tutorial fee,
- **After January 1**, the student's parents remain obligated to pay **100%** of the full year's tutorial fee **unless** the student is able to be replaced by another student within one month of withdrawal.

The Board, on a case-by-case basis, will determine if exceptions to the above policy might be appropriate due to extenuating circumstances.

A La Carte Students

Rivendell will notify you regarding the final selection of your student's a la carte classes no later than the date of the family interview or June 15. If your student wishes to drop a class(es)

- **After June 15 and before the first day of Rivendell classes**, the parents remain responsible to pay Rivendell **25%** of the full year's tutorial fee per dropped class,
- **Between the first day of Rivendell's school year and October 31**, the parents remain responsible to pay Rivendell **50%** of the full year's tutorial fee per dropped class,
- **Between November 1 and January 1**, the student's parents remain obligated to pay Rivendell **75%** of the full year's tutorial fee per dropped class,
- **After January 1**, the student's parents remain obligated to pay **100%** of the full year's tutorial fee per dropped class,

(unless the student is able to be replaced by another student within one month of withdrawal) **in addition to** the full tutorial fee for those classes for which the student remains enrolled.

The Board, on a case-by-case basis, will determine if exceptions to the above policy might be appropriate due to extenuating circumstances.

METHODS OF PAYMENT

Payments are due starting on July 1. Families may choose to pay the full year's tutorial fee at once. Alternatively, families will be asked to submit either two (2), or ten (10) post-dated checks (**made payable to Rivendell Study Center**) by July 1, to simplify the collection of fees. There will be no month-to-month collection of tutorial fees. The checks must be received by July 1 (**mail to the address indicated on the application**) or the student will be moved to the wait list and may be replaced by the first paying applicant on the list. A fee of \$30.00 will be charged for dishonored checks.

Two (2) post-dated checks would be dated July 1 and January 1. Ten (10) post-dated checks would be dated the first of each month for the months July through April.

PREFERENCE FOR FULL-TIME STUDENTS

Please note that preference will be given to those students applying for full-time admission. Enrollment for full-time applicants will remain open until June 15. Part-time applicants who may lose their spot will be notified of such and will be given the option of switching to full-time enrollment in order to retain their spot. After June 15, any open class spots will be filled on a first-come, first served basis without respect to full-time or part-time status. Therefore, no part-time student will lose his or her spot in a class after June 15, even if another application for full-time enrollment is received after June 15.

RIVENDELL FAMILY HEALTH AGREEMENT

All Rivendell Families must read, sign, and adhere to the health protocols for the safety of the entire Rivendell Study Center and St. Bartholomew's Anglican Church communities. The goal is to prevent the spread of communicable illnesses. All families must take responsibility and follow these steps on their honor for the common goal of the safety and health of all our members of the community and their families.

- 1) All people are entitled to privacy regarding their health choices and vaccinations.
- 2) All students, parents, tutors, and administrators entering ensures that their temperature must be below 100.4°F without fever reducing medication. If their temperature is at or above 100.4°F, or if they are 'feeling feverish', that person will remain at home. If a parent wants to check their student's temperature, an infrared, non-contact thermometer is in the Rivendell office.
- 3) All students and adults who come into the building must be symptom free of any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- 4) If a student becomes ill or develops symptoms while attending classes, the student will be removed from class until the parents or emergency contacts come to pick them up. If an adult becomes ill or develops symptoms while at Rivendell, they will leave the building immediately. The area in which that person spent time will be cleaned rigorously immediately.
- 5) If a person who has been at RSC tests positive for a highly communicable and severe virus, they must contact the Head of Study Center immediately. That person will remain at home for the duration of the illness/symptoms and must be symptom free for 3 full days before returning to Rivendell Study Center. Those who would have been exposed in potential contact with the infected person will be notified. Please realize that sending a child with symptoms may put an entire class or more at risk of shut down, and therefore we need your vigilance to adhere to the health monitoring policies.
- 6) As RSC Families, we understand that our community will not agree on everything and some aspects and experiences will be vastly different. However, everyone will be treated with respect.