



# **LIFE Academy of Salem**

## ***Leadership Infused Family Education***

### 2024-2025 Policies and Procedures

#### **Name**

The formal name of this organization shall be Leadership Infused Family Education Academy (hereafter referred to as LIFE Academy).

#### **Objective, Mission, Vision, and Educational Philosophy**

A commonwealth has been historically based on agreement of the people united by a common interest, and in this case, to create a voluntary commonwealth school. It is a community that self-governs and exists beyond the creators; it stands the test of time.

#### ***MISSION***

LIFE Academy is an educational community of families who support Leadership Education. We are dedicated to seeking truth, perpetuating freedom, strengthening families, and pursuing personal mission. LIFE Academy recognizes traditional family values in creating a strong moral society, honors each individual as the steward of his/her own education, and seeks to support, not replace, the family as the center of learning.

#### ***VISION***

The foundational practices of LIFE Academy are built upon the principles taught in the Thomas Jefferson Education (TJEd) philosophy. Each Phase of Learning will be honored by trained mentors who inspire students to have passion for discovering, sharing, and progressing in life-long learning. We recognize that each child grows in these phases in their own time and way. We honor and foster that growth by providing creative opportunities for learning that will fortify core values through play, build strong moral character through challenges, and strengthen individual stewardship through choice. Parents lead LIFE Academy by example as they mentor others and continue life-long educational pursuits that bring positive changes individually, in families, and in communities.

#### ***OUR WHY***

LIFE Academy exists to mentor generations of principled self-driven servant leaders who are prepared to discover, embrace, and fulfill their personal missions and who will stand up to perpetuate freedom.

## ***Educational Philosophy***

The educational plan for LIFE Academy will apply the principles found in A Thomas Jefferson Education by Oliver DeMille.

At the center of this philosophy are core values, all of which are encompassed by the expanding phases. The core values are identified as:

- Right and wrong
- Good and bad
- True and false
- Play
- Relationships
- Family values
- Routines & responsibilities
- Learning accountability
- The value and love of work

As children grow into Love of Learning phase we support them through exploration of diverse subjects enabling them to build confidence as they practice strategies for learning. Lessons of earlier phases are applied as students move into Scholar Phase. Scholar Projects provide a fun, inspiring, and challenging environment to work with peers as they accept stewardship and work with mentors for their education. They gain understanding as they develop skills and abilities, leading them to discover their vision and mission. We support parents as they further their own educational pursuits with greater depth and application.

## **Parent Participation Requirements**

A. All parents desiring their child(ren) to participate in LIFE Academy courses must fulfill at least two of the following parent participation requirements (Adults may be given one semester to acclimate before being asked to be a lead mentor in a class):

1. Be an Assistant, or Mentor in a LIFE Academy Junior Program or Transition class.
2. Train for and mentor a LIFE Academy Scholar class.
3. Participate as needed for the benefit of LIFE Academy and support of the Executive Committee through teaching, administrative services, clerical duties, facilities and equipment maintenance, cleaning, etc.

B. All adults present during the school day on Wednesdays are required to assist, teach, lead, or fulfill appointed responsibilities for 80% of their time at LIFE Academy. (In a 5 hour day this would be 4 hours of active, engaged participation.)

### C. Meetings

1. Junior Training Meeting, for all adults, is offered on the 2nd Wednesday of the month during the school year. Scholar Mentors and available scholars will help cover supervision of children to facilitate attendance. Topics will include relevant issues relating to teaching, homeschooling, and implementation of TJEd principles. One meeting a semester may focus on debrief ideas, problems, issues and solutions specific to the Junior Program.
2. Each set of Mentors should meet and hold weekly debriefs to review the day's courses and plan upcoming activities and lessons. Ask the following questions: What went well? What needs improvement?
3. Fall Orientation Meeting will be held in September of each year. At this meeting mentors will orient and provide parents with information about classes/Scholar Projects, as well as Policies and Procedures. Parents will pay unpaid fees and receive payment information at this meeting. All families are expected to have one adult present at this meeting.
4. Winter Meeting will be held no later than January 30 every year. At this meeting mentors will review second semester Scholar Projects, Junior Program, and other events or projects. Parents will pay fees.
5. Spring Meeting will be held no later than June 5 every year. Early registration for Fall Classes will be available at this meeting. A proposed date for the first day of fall classes and potential class offerings will be announced. All families are expected to have one adult present at this meeting.
6. The Scholar Project Mentors will organize presentations for the upcoming year at the Spring and Fall Meetings to aid in registration.
7. Parent Night(s) and/or Shakespeare Fair will be held in December or January of every year. This is a family event and every effort should be made for the entire family to attend these evening events, which highlight first semester accomplishments by LIFE Academy students. These will be planned by the Chairman and the Scholar Project Mentors.

### D. Communication

1. All families should check the LIFE Academy of Salem Facebook Group Page and Band in the morning on Wednesdays before the school day to update themselves on absences and other pertinent information.

2. The LIFE Academy website, <https://www.lifeacademysalem.com/>. The website exists to disseminate information on the courses offered, facilitate registration, and act as a hub for important information like yearly calendars and contact info.

3. LIFE Academy families are required to give updated contact information including email, cell phone, and current address as part of the yearly registration process. Parents should expect that this information will be disseminated to all LIFE Academy families to help facilitate effective communication within the group. (This information, including children's names and birthdates, will also be used to apply for mandatory liability insurance, as needed.)

E. Attendance: It is the policy of LIFE Academy for every child to have a parent/adult representative on site during class time, with the possible exception of scholar-aged students. If there are extenuating circumstances in which a parent or adult representative cannot be present for a day, it is the responsibility of the adult to either find a substitute for them and their LIFE Academy responsibilities for the day, or ensure that there is another adult on site to be responsible for the child. We must emphasize that this will only be under extenuating circumstances, and is not to become a habit out of convenience. When set forth by the Executive Committee, elective classes may allow the enrollment of individuals who are not part of LIFE Academy Families.

#### F. Child Visitation Policy

1. Families interested in investigating LIFE Academy may contact any member to determine a good week for their family to visit, and to discuss LIFE Academy's mission and philosophy. We also require the interested family to complete a waiver before entering the classroom. Any member bringing guests to LIFE Academy must contact Annalise the Junior Director and Parent Representative and the mentor(s) affected prior to that day.

2. If a non-member child will be attending LIFE Academy under an extenuating circumstance, we require that you keep that child with you throughout the day, wherever you are mentoring, unless you have permission from the Executive Committee and the class mentor so they can adequately prepare for an additional child. We also require that the visiting student's family sign a waiver before attending the class.

### **Mentor Responsibilities & Duties**

#### A. Training

1. All mentors should make appropriate plans to attend the monthly training offered.

2. Adults may either request, or be asked, to attend LEMI training during the summer. All efforts will be made to send as many interested adults (and student mentors) to training. Based

on available funds, LIFE Academy will pay the tuition for LEMI training, but adults will be asked to pay for their own transportation to and from the training as well as housing. Mentors will also pay for their own Mentor Manuals.

## B. Communication

1. All Mentors are responsible for communication with parents. The Junior Program Mentors in Core, Love of Play (LOP), and Love of Learning (LOL) are encouraged to send home a summary of class via Facebook group or email letting families know the highlights of their weekly class. Band may also be used.
2. Scholar Mentors are responsible for advance notice of books to order and any additional prerequisites for their class. They are also responsible for keeping up communication especially surrounding field trips, Parent Night, student progress, and any additional calendar items. Band may also be used.

## C. Homework

1. There should be little to no homework for Junior Program courses. LIFE Academy provides supplemental learning opportunities for students. As such, no Core or Love of Learning (LOL) courses should assign homework that would interfere with schooling that happens in the student's home.
2. Transition to Scholar courses may have assignments commensurate with the student's abilities. Mentors should consider homework assignments that prepare Transition Scholar Students for the rigors of Scholar phase.
3. Scholar courses require homework that is commensurate with the student's scholar level. This may include weekly essays/research papers, memorization, and readings. Students in Scholar courses are considered Scholar Phase students with parental support. Students who fall behind in their homework may not be eligible to earn the incentive reward for their class.

D. Mentor Absences: If a Junior Lead Mentor or Scholar Lead Mentor is absent, it is their responsibility to contact their Assistant Co-Mentor DIRECTLY and let them know they will not be there. Notice should be given as early as possible in order for the substitute to be prepared. In the event that the Assistant Co-Mentor cannot substitute, the Lead Mentor must ask the Junior Director to help find a suitable substitute in the Junior Program or the Principal Mentor in the Scholar Program.

## E. Outline & Budget for courses

1. Core Littles classes are given a semester budget to cover student snacks, lesson supplies, and/or permanent toys and other items to help accomplish the goal of play.
2. Core Senior, Love of Play, and Love of Learning courses are given a semester budget to cover expenses for their class. Field trip expenses are passed on to the parents, but Mentors must make parents aware of field trips in their class descriptions. Exceptions in budget for Core Senior, LOP and LOL courses can be made for curriculum, training, or specialized field trips based on available funds. These exceptions must be discussed, put in writing, and approved by the Executive Committee. LOP and LOL Mentors should ask the group, via email, Facebook group messages, or Band, for supply donations as needed in order to keep costs down. Costs for supplies, above what is budgeted or acquired, will come out of the pocket of the individual mentor.
3. Scholar Project Mentors are asked to prepare a VMASK & estimated budget for their class/project with their co-mentor over the summer and submit it to the Board for approval no later than 1 August. This budget should reflect the typical supplies needed to Mentor that specific project. LIFE Academy has forms for this. Do not feel you need to reinvent the wheel.

## **Organization of LIFE Academy**

LIFE Academy is overseen by a Board of Administration comprised of elected and appointed positions. Current positions are held by:

Chairman: Linda Stahr

Parent Representative: Elaine Cook

Junior Director: Jennie Peters

Principal Mentor: Elaine Cook

Secretary: Becki Whisenant

Treasurer: Adrienne Schmidt

### ***Section 9 - Qualifications and Duties of Chairman***

The Chairman has veto power on any motions or proposals.

A veto may be overturned by a two-thirds majority vote of the voting members.

#### **Qualifications:**

- The Chairman must be a Voting Member for at least two years
- Mentored at least two years of foundational Scholar classes or projects (not electives).
- New Commonwealth School trained
- Board of Administration member for at least one year
- Be working diligently on their own liberal arts education

**Duties:**

The Chairman presides over the Board of Administration and performs the following duties:

1. Acts as the Standard Bearer of the vision and mission of LIFE Academy.
2. Call and conduct LIFE Academy Board of Administration Meetings, trains Elected Board Members in understanding their responsibilities, and engages Board of Administration Members in working together to make decisions in accordance with the mission statement and Bylaws of LIFE Academy and the will of LIFE Academy's Members, while keeping momentum moving forward in the school.
3. Responsible for conflict resolution between Voting Members and the Board of Administration, in consultation with the Board of Administration.
4. Consult with the Secretary on registration.
5. The Chairman and Treasurer are named as responsible parties on the LIFE Academy bank account.
6. Works with individual officers while respecting their stewardship.
7. Presents Policies and Procedures changes at Member meetings as necessary.

***Section 10 - Qualifications and Duties of Vice-Chairman*****Qualifications:**

- Voting Member at least two years
- Mentored at least one year of foundational Scholar classes or projects (not electives).
- New Commonwealth School trained
- Board Member for at least one year
- Be working diligently on their own liberal arts education

**Duties:**

1. Appoint the Auditor with the approval of the Board of Administration.
2. Work with the Chairman planning and conducting meetings, preparing agenda and finalizing calendar.
3. Stand ready to act as Chairman in the event of his/her necessary absence, by remaining conversant with current issues and decisions.
4. Lead committees on special subjects as designated by the Board of Administration.
5. Will direct and assist the Secretary, Treasurer, and other administrative committees as needed.
6. Act as, or delegate the Parliamentary Authority at all meetings.
7. Keep the minutes of all meetings in the absence of the Secretary.
8. Facilitate annual audit meeting review the financial state of the Commonwealth..

***Section 11 - Qualifications and Duties of Parent Representative*****Qualifications:**

- Voting Member at least two years
- Mentored at least two years of foundational Scholar classes or projects (not electives).

- New Commonwealth School trained
- Board Member for at least one year
- Be working diligently on their own liberal arts education

**Duties:**

1. Facilitates a positive relationship between parents and the Board of Administration. Acts as a point of contact for all members who have business, ideas, or concerns they wish addressed by the Board of Administration. He or she will actively seek out feedback from parents and report on the same to the Board of Administration.
2. Represents parent membership at any Board meetings.
3. Coordinates with the Junior Program Director for the creation of next year's class schedule and its presentation at the Spring Meeting.
4. Coordinates a kickoff activity at the beginning of the first semester.
5. Acts as a contact for new and interested families and keeps a waiting list.
6. Organizes and holds parent meetings and seminars as needed.
7. Meet with all new members to explain their rights and duties as members and see that they are provided with a copy of the LIFE Academy Bylaws, and Policies and Procedures.
8. Consults with the Chairman, Junior Director, and Principal Mentor for conflict resolution between LIFE Academy's Members and Mentors.
9. Responsible for determining who has met Voting Member requirements, and working with Provisional Members towards receiving Voting Member status.

***Section 12 - Qualifications and Duties of Principal Mentor***

**Qualifications:**

- Voting Member at least two years
- Mentored at least three years of foundational Scholar classes or projects (not electives).
- New Commonwealth School trained
- Strong vision of LIFE Academy's purpose
- Ongoing engagement in mentored Scholar Phase as defined by Leadership Education: The Phases of Learning by Oliver and Rachel DeMille. Examples include: Five Pillar certified, Great Books training, George Wythe University classes, Statesmanship Seminars, receiving or offering personal mentoring.

**Duties:**

The Principal Mentor leads all other Scholar mentors and performs the following duties:

1. Advise with the Chairman, parents, and Scholar Mentors as needed to make decisions on disciplinary actions regarding Scholars, and administers disciplinary action when needed.
2. Advise with Executive Committee regarding conflicts involving Scholar Mentors, and administers disciplinary action where needed.
3. Leads the Scholar Program Committee.
4. Direct on-going mentor training for the Scholar Mentors.
5. Represent the interests of the Scholar Mentors to the Board of Administration.
6. Collect Scholar Mentor class proposals and budgets for the upcoming year.
7. Support and inspire scholar mentors by visiting classes and holding regular mentor meetings,
8. Model and maintain principles of high quality mentoring for LIFE Academy mentors.



9. Works with the Board to secure outside training opportunities.
10. Conflict resolution between LIFE Academy's Members and Scholar Mentors starts here.

### ***Section 13 - Qualifications and Duties of Junior Program Director***

#### **Qualifications:**

- Participating Member at least one year
- Read A Thomas Jefferson Education by Oliver DeMille.
- Read For the Love of Learning by Amy Edwards
- Have a child in the Juniors Program.

#### **Duties:**

1. Oversee and administer the Junior Program policies, procedures, and inner workings, including planning and coordination of Core and Love of Learning classes.
2. Work with Parent Representative to develop an approved educational plan for the Love of Learning and Core Programs, appoint mentors, and make decisions regarding the Junior Program with support of Board of Administration.
3. Consult with the Board of Administration to determine a budget and set class fees.
4. Set and uphold the discipline and behavior standards for the Junior Program.
5. Administer registration with the Secretary.
6. Mentor LOL/Core mentors.
7. Represent the interests of the Core and Love of Learning Mentors to the Board of Administration.
8. Conflict resolution between LIFE Academy's Members and Junior Mentors start here.

### ***Section 15 - Qualifications and Duties of Secretary***

#### **Qualifications:**

- Provisional Member at least one year
- Read A Thomas Jefferson Education by Oliver DeMille.

#### **Duties:**

1. (a) Be responsible for keeping records of all Board actions, including overseeing the taking of minutes at all Board of Administration and parent meetings, and publish them according to current LIFE Academy communication practices.
2. (b) Send out meeting announcements; distribute copies of minutes and the agenda to each Board member.
3. (c) Prepare and maintain commonwealth records, including but not limited to Membership agreements, class outlines, hold harmless, Code of Conduct, etc.
4. (e) Coordinate and publish a calendar of Commonwealth activities and events.
5. (f) Oversee the registration process for the entire Commonwealth.
6. (g) Maintain a current database of members, their contact information, and class enrollment. Dispense up to date contact information to the group.
7. (h) Write a brief yearly history including classes, mentors, outings and special events and publishes it in the yearbook. Maintain a digital copy and a hard copy.

8. (i) Maintain the LIFE Academy Classics and Leadership Education lending library.

### ***Section 16 - Qualifications and Duties of Treasurer***

#### **Qualifications:**

- Voting Member at least two years
- New Commonwealth School Trained for this specific position or equivalent training approved by the Board of Administration.

#### **Duties:**

1. Assess, collect, disburse needed fees and monies in relation to LIFE Academy, including but not limited to tuition, building, trainings, insurance, reimbursements, etc.
2. Keep an accurate accounting of earnings and expenditures and present an monthly accounting report to Board of Administration for all receipts and expenditures.
3. Keep records of tuition and dues collected during the registration process.
4. (c) Handle receipt and disbursement of funds, including approved reimbursements of expenses incurred by members.
5. (d) Collect fees and tuition from Members.
6. (e) Make payments. (building, trainings, insurance, etc.)
7. Maintain an address for LIFE Academy.
8. Manage all LIFE Academy funds according to best accounting practices.
9. Create and maintain yearly budget as directed by the Board of Administration.
10. (j) Purchase yearly insurance plan for LIFE Academy, as requested by the Board of Administration.
11. The Treasurer and Chairman are named as responsible parties on the group bank account.
12. Coordinate with the Secretary regarding member applications.

### ***Section 17 - Qualifications and Duties of Event Coordinator***

#### **Qualifications:**

- Participating Voting Member at least one year

#### **Duties:**

1. Responsible for organizing Fundraisers, Field Trips, and Special Events as requested by Board of Administration, including but not limited to Field Trips, Parties, Fundraisers, Service Projects, Trainings, etc.
2. Works with Parent Rep on the implementation of the Parent meetings.

### ***Section 18 - Qualifications and Duties of Public Relations Representative***

#### **Qualifications:**

- Voting Member at least one year

#### **Duties:**

1. Responsible for maintaining the LIFE Academy Website.

2. Creates and distributes flyers, brochures, posters, or any other related materials to help promote the cause of LIFE Academy.
3. Uses Social Media and other types of media to promote LIFE Academy causes and events.
- 4.

### ***Section 19 - Qualifications and Duties of the Facilities Representative***

#### **Qualifications:**

- Voting Member at least one year

#### **Duties:**

1. Has the charge of maintaining a positive, working relationship with the building owner and staff, provide all necessary building safety training to the Board of Administration and Membership.
2. Coordinates with the building owners when necessary on matters concerning dates, plans, expenses, etc.
3. Oversees the maintenance and cleanliness of the buildings and grounds., and organizes and executes a plan for the Scholars and the Juniors to maintain cleanliness on a weekly basis.

### ***Section 20 - Qualifications and Duties of Auditor***

#### **Qualifications:**

- Voting Member at least one year

#### **Duties:**

(a) An auditor shall be appointed by the Vice Chairman no less than 30 days before the close of the Spring Semester. The auditor will complete and present their audit for review by the membership before the last day of the Spring semester. Obtain services of an Auditor as requested by Board of Administration. Auditor will be contracted with independently (can be a dad or CPA) and cannot be a family member of the treasurer or the Board of Administration members.

Whenever an Executive Committee is not able to be complete, all decisions will be made by the entire LIFE Academy Board.

### **Great Expectations (Code of Conduct)**

All student and adult members of LIFE Academy will be expected to adhere to the following code of conduct:

A. Each adult and student will show respect to all other adults and students at all times, whether in or out of class in regards to the things they say and do, honoring the age appropriateness and Phase of Learning that each one is in.

B. There will be no rough housing during courses or while engaged in school activities.

C. All families will eat their lunch in the designated lunchroom area. Students must stay with and be supervised by their family during lunch time. They are not to roam the building unless participating in a supervised activity. In the spirit of personal stewardship, each family is responsible for cleaning up their area after lunch. Eating outside, with parent supervision, during fair weather is a viable option.

D. Students and teachers will show respect for the facilities where courses and activities are held. This includes helping to clean up materials and supplies after class, keeping eating and playing areas clean and well taken care of, leaving the classrooms in the same order they were found, walking in the hallways, and treating facility furniture as it is designed to be used.

E. LIFE Academy families should arrive no later than 9:15 a.m. every week to participate in Morning Meeting. Classes will begin at 9:30 a.m.

F. At the end of the day, all adults and students will help to clean up the building and leave in a timely manner. The Facilities Representative Volunteer has a complete list of responsibilities for maintaining the facilities. Assignments will be made. Families will complete their assigned task(s) and a parent will sign off that the assignment(s) is/are complete.

G. Passing time: Students should go straight to their courses in as timely a manner as possible, without running. They may use this time for bathroom and water breaks, respecting that other classes may still be in session. Each class has a 5 minute passing time, if applicable.

H. Each student will follow classroom guidelines for conduct set by the mentors of each individual class.

I. In the event that any of these are not upheld, the following protocol will be followed:

1. The person(s) observing or affected by the offense will find an appropriate time ASAP to discuss the issue directly with the offender. If they are open to rectify and change the problem, no other action should be taken.
2. If the offense occurs again, a discussion directly with a Mentor or member of the Executive Committee, if necessary. If the offense is grave, a parent will be contacted immediately.
3. If the issue still has not been resolved, parents/a responsible adult will need to meet with the Mentor or Executive Committee to come up with a plan to resolve it.

4. If the plan does not work and no other possibilities present themselves to help the situation, a discussion will be held with the offending party and/or parent as to whether LIFE Academy is the appropriate place for them.

## **Tuition and Fees**

A. All Core through Scholar class Tuition and fees must be paid to the Treasurer of LIFE Academy. Registration and payment deadlines for holding position in desired courses will be posted on LIFE Academy's website and via email or Facebook. All tuitions and fees are non-refundable. Tuition for each class is due on or before the semester registration due date. Fees for scholar classes will vary according to mentor needs and class supplies. The class tuitions and fees will be as follows:

1. Family Fee: \$300 (\$150/semester) covers facility rental for Core through Scholar courses, Liability Insurance, LEMI Training, and Administration.

2. LEMI Scholar Project tuition will be determined and announced prior to semester registration and due dates. Priority will be granted to those member families who pay the \$100 deposit per class at the Spring Meeting. That deposit will be applied to the first semester tuition.

3. Junior Program tuition per semester is \$10 for Core (Littles, Junior, & Love of Play), \$20 for Love of Learning. The 11-year-old Hero Quest Transition class is an exception because more costs are involved in it.

B. If there is space available and registration occurs after registration deadlines, all class tuition and fees are due at registration.

C. In order to attend the first day of class, each student must be registered with class tuition and fees paid.

D. If extenuating financial circumstances exist, the Executive Committee will review each family circumstance and ratify all postponements or waivers of class tuition. The Executive Committee must be made aware of such circumstances on or before the day of registration, in order to hold class position.

E. Finances: Parents are responsible to pay any expenses above and beyond those budgeted for each class including, but not limited to, books, required class supplies and optional field trips and activities.

F. Dispersion of Funds: Reimbursement requests must be submitted by mentors with the original receipt, or itemized on the reimbursement form, and are due no later than the last day of each semester. Money not used for its intended purpose and still in the account, after the end of the school year will be moved to the general fund on June 1st, and will be dispersed as agreed upon by the Executive Committee. Exceptions will be considered by the Executive Committee.

G. Late Fee: All fees are due on or before the first day of the semester. The Executive Committee reserves the right to assess reasonable late fees. It is incumbent upon the parent or guardian to make other arrangements, if necessary.

## **Standard Courses and Mentors**

The framework for LIFE Academy's courses is based on the Phases of Learning described in A Thomas Jefferson Education. Classes will be constructed around this framework and in accordance with the resources and needs of LIFE Academy. The framework is as follows:

Core (Littles, Junior, Senior, Love of Play): ages 0-approximately 8

Love of Learning: approximately ages 8-12

Transition to Scholar: approximately ages 11-14

Scholar: approximately ages 12-18

If a parent feels that their child/youth is ready to move on to the next phase before the recommended age, they may appeal to the Executive Committee for an exception. The Executive Committee should consult with the Mentors involved and include their thoughts and recommendations in their decision.

## ***Scholar Projects***

Scholar Projects will be offered to meet the needs of the membership. These projects will foster an Allegiance to Good, Self, and Country and develop expertise in writing, reading, discussion, oral presentation, creativity, and critical thinking. They will inspire and excite the Scholars towards a Self-Directed Scholar Phase and give them a vision of their allegiance, identity, and mission.

A. The Foundational Scholar Classes at LIFE Academy are based on LEMI philosophy and are called Scholar Projects. Scholar Projects must be taught by at least one LEMI trained mentor who shall serve as the Lead Mentor. Non-LEMI classes must have a VMASK and be approved by the Board of Administration and shall meet or exceed the standards set by LEMI Scholar Projects and adhere to TJEd philosophy.

The LEMI Scholar Projects are as follows:

- 1) Key of Liberty
- 2) Shakespeare Conquest
- 3) Sword of Freedom
- 4) Hero Project
- 5) Pyramid Project
- 6) Georgics
- 7) Quest I, II, III
- 8) Edison Project

## 9) Any LEMI project

B. All Scholar classes are designed for youth ages 12-18. Scholars must be 12 years old before December 31st of the year the school year begins and at a reasonable emotional and academic maturity to be able to participate. LEMI makes recommendations regarding prerequisites for the Scholar Projects and it is the responsibility of the Executive Committee, along with the Project Mentor(s), to determine the adherence to those recommendations.

C. In addition to children of Members, LIFE Academy also accepts drop-off Scholars. These students qualify for Scholar classes, but do not have family members who attend with them. They are dropped off and picked up each week by a parent or approved adult. These students are bound by all of the rules of conduct as outlined in the LIFE Academy Policies and Procedures. Drop-off students will be limited to 10% of the total Scholar enrollment. Extensions or exceptions for extenuating circumstances may be granted by the Executive Committee upon written request. This does not absolve parents of drop-off scholars from participating and helping LIFE Academy by serving in other non-Wednesday positions.

### ***Junior Program Classes (Core Littles, Junior, Senior, and Love of Play, Love of Learning, and Transition to Scholar)***

The Junior Program provides a place for children up to approximately age 12 to have a group learning experience in a safe environment. We believe that before children are ready to enter the Scholar Phase, they must experience a solid core phase and enjoy a real love of learning.

A parent or guardian must attend LIFE Academy with their child during any Junior Program activity. Any exceptions to this requirement must be approved by the Junior Program Director.

A. The lessons of the Core program are built around our Core Values. (see Educational Philosophy)

B. The Love of Learning (LOL) Program gives the younger children a day of activities with friends and exposes them to interesting new subjects and learning opportunities, while building skills, strategies, confidence, and inspiring joy in the learning process.

C. Transition to Scholar Program offers children beginning to transition into Scholar Phase a unique opportunity to practice and grow their scholar skills in a nurturing and supportive environment suited to their needs and phase.

D. Children age eight and up by December 31st may join the LOL program as space allows. Children under the age of eight by December 31st may join the Core program as space allows.

E. No later than August 1st, the Junior Program Director will submit a final plan to the Executive Committee for approval, showing the outline for each of these age groups. The plan will be approved before, and announced at the Fall Meeting.

### ***Class Policies***

Two adults, at least one being a Member, are required in LIFE Academy classrooms and at LIFE Academy sponsored activities.

## ***Deadlines***

1. Class proposals and class descriptions will be determined for the entire year by August 1st and will be presented at the Fall Orientation meeting. The Secretary will make sure that all dates are on the official LIFE Academy calendar on the website, and on Band.
2. Fall registration for returning families will be completed on or before the last day of school or at the Spring meeting.
3. New families may register after Spring registration and once space is determined.
4. LEMI training/Scholar Mentor deadline – April 1<sup>st</sup>

## **Facilities Use**

LIFE Academy meets at Gateway Community Church - 922 Hyllo Street SE, Salem, OR 97302..

A. Clean-up: The LIFE Academy Facilities Representative Volunteer will be in charge of overseeing cleanup and making necessary assignments.

B. Lease agreement: Our lease agreement is from September through May.

C. Storage: LIFE Academy has storage facilities in one of the rooms of Gateway Community Church. We are welcome to use bins for additional storage. Label each bin with "LIFE Academy." Please talk with the Vice Chairman or our Facilities Representative Volunteer regarding your individual storage needs.

D. Classrooms: Please discuss with the Vice Chairman or the Facilities Representative Volunteer any thoughts or problems with your classroom.

E. Membership capacity: Each mentor may decide the maximum capacity for their courses. Each class must have a minimum of five students in order for the class to take place. Scholar classes can run on fewer if deemed appropriate by the mentor.

## **MISCELLANEOUS**

A. Field Trip Policy: Field Trips are acceptable during school-time and without parents for Love of Learning, Transition, and Scholar level classes. They should tie directly into the course of study and be limited in frequency. If you would like to plan a field trip, you must schedule at least two weeks in advance. This means putting it on the official LIFE Academy calendar. Individual mentors are



responsible to plan their own field trips. Individual mentors are responsible to organize rides and collecting funds for each field trip. Also individual mentors MUST notify the entire group of upcoming field trips at least one week in advance. Our policy states that those who drive for field trips within the city of Salem must do so with the knowledge that they will not be reimbursed for gasoline. Mentors who coordinate field trips outside of Salem should consider charging and reimbursing drivers for gas money.

B. Fundraising: Every year LIFE Academy coordinates two annual commonwealth-wide fundraising events. All families are asked, but not required, to participate. Funds raised will help pay for LEMI training, school-sponsored events, and the Shakespeare production at the end of the year.

C. School Calendar: All calendaring items must be submitted to the secretary and posted on the website.

D. All building scheduling must go through the church office. As much advance notice as possible for scheduling the building should be given to the Gateway Community Church office staff. Vice Chairman or the Facilities Representative Volunteer will coordinate with Trinity Covenant Church.

**LIFE Academy**  
(Leadership Infused Family Education Academy)  
2024-2025 School Year

I, \_\_\_\_\_, hereby acknowledge that I have read and understand the Policies and Procedures as presently constituted for Leadership Infused Family Education (LIFE) Academy. I also agree to abide by these Policies and Procedures as a member of this organization. My signature below constitutes that agreement.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Commonwealth Leadership

