

Leadership Infused Family Education (LIFE) Academy

2022-2023

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 lifelong 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 lifelong educational pursuits that bring positive changes individually, in families, and in communities.

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 the 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 the 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 one of the following parent participation requirements (Adults may be given one semester to acclimate before being asked to mentor 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 Board of Administration 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 six-hour day this would be five hours of active, engaged participation.)

C. Meetings

1. All Lead Mentors should hold regular debriefs with the Assistant Mentors to review the day's courses and plan upcoming activities and lessons. Ask the following questions: What went well? What needs improvement? How much time was spent? (See Mentor Responsibilities and Duties for further details).
2. A Scholar Retreat occurs at the end of Summer. This is typically an overnight course for the scholars to get to know new scholars and spend time learning about the scholar phases they are in and the classes being offered in the new school year. Fall Orientation Meeting may be held at this time or at a separate time before the beginning of the school year. At this meeting mentors will orient and provide parents with information about

classes/Scholar Projects, as well as Policies and Procedures. All families are expected to have one adult present at this meeting.

3. At Fall Kickoff in September prior to the beginning of the school year, registrations will be made final. Parents will pay unpaid fees and receive payment information at this meeting.
4. Winter Meeting will be held in January of each year, before the second semester begins. It will inform parents about the second semester Scholar Projects, Junior Program, and other events or projects. Parents will pay fees and pick up any materials. All families are expected to have one adult present at this meeting.
5. Spring Meeting will be held no later than May 31st every year. Early registration for Fall Classes will be available at this meeting. A proposed date for the first day of fall classes and class offerings will be announced. All families are expected to have one adult present at this meeting.
6. The Principal Mentor, the Junior Director, and Scholar Project Mentors will organize presentations for the upcoming year at the Spring and Fall Meetings to aid in registration.
7. Parent Night(s) 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 Principal Mentor and the Scholar Project Mentors.
8. Parent Meetings occur once a month, between October and May, rotating between during the school day and in the evening at a member's home. This typically involves discussing a read book and TJEd principles. It is presided over by a volunteer and is open to all who want to attend. (See the LIFE Academy Bylaws for more details).

D. Communication

1. All families must check the LIFE Academy of Salem Facebook Group Page 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 is set up 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.

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 Laura Dotson, our 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 Board of Administration 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. Attending these meetings helps a family to become a voting member.
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 Littles, 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, as well as a debrief to the Junior Director.

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. Likewise, they should be sending weekly debriefs to their LEMI Mentor, the Principal Mentor, and a summary of the class each week to parents via the Facebook group or in an email.

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. ScholarPrep courses may have assignments commensurate with the student's abilities. Mentors should consider homework assignments that prepare ScholarPrep Students for the rigors of the 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, and may even be moved to a more appropriate Scholar phase class, if necessary.

D. Mentor Absences: If a Mentor is absent, it is their responsibility to contact their Assistant 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 cannot substitute, the Scholar Mentor must ask the Principal Mentor, and the Junior Mentor, must ask the Junior Director to help find a suitable substitute.

E. Outline & Budget for courses

1. Littles and Core 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. Love of Play, Love of Learning, and Scholar Prep 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. The sooner it can be added to the LIFE Academy online calendar, the better. Exceptions in budget for LOP, LOL, and Scholar Prep courses can be made for curriculum, training, or specialized field trips based on available funds. These exceptions must be discussed, put in writing, and passed off by the Board of Administration. LOP, LOL, and Scholar Prep Mentors should ask the group, via email or Facebook group messages, for supply donations as

needed in order to keep costs down. Costs for supplies, above what is budgeted or acquired, will come out of pocket of the individual mentor.

3. Scholar class Mentors are required to submit a budget for each Semester by the beginning of September each year. This budget should reflect the typical supplies needed to Mentor the class.

Organization of LIFE Academy

LIFE Academy is overseen by a Board of Administration comprised of Elaine Cook (Chairman), (Vice Chair), (Principal Mentor), (Junior Program Director), Laura Dotson (Parent Representative), Linda Stahr (Secretary), Jennifer Randall (Treasurer), Bethany Lotze (Public Relations), and Ann Byington (Student Council Mentor).

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 during fair weather is a viable option. Also, when there is an adult volunteer, students may use the playground for recess after cleaning up their areas.
- D. Students and teachers will show respect for the facilities where courses and activities are held by helping to maintain cleanliness. 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, not running around in the halls, and not climbing on the furniture.
- E. LIFE Academy families should arrive at 9:00 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. Responsibilities include emptying the garbage; vacuuming all the rooms and halls; making sure classrooms are empty and/or properly set up; and turning off the lights. The bathrooms should also be thoroughly cleaned. Any items left behind will be disposed of at the end of the day. The Facilities Representative Volunteer has a complete list of responsibilities for maintaining the facilities.

- 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 five 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 Board is required. If the offense is grave, a parent should be contacted immediately.
 3. If the issue still has not been resolved, parents/the adult will need to meet with the Mentor or Executive Board 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 a position in desired courses will be posted on LIFE Academy's website and via email or Facebook. All tuition 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: \$110, per semester, covers facilities rental for Core through Scholar courses.
2. LEMI Scholar Project tuition will be determined and announced 30 days prior to semester registration and due dates. Priority will be granted to those member families who pay the \$20 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 Littles & Core, \$20 for Love of Play & Love of Learning. ScholarPrep is determined by mentors each semester.

4. Priority registration will be granted to those member families who pay the \$100 deposit at the Spring Meeting. That deposit will be applied to the first semester fees.
- 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 Board will review each family circumstance and ratify all postponements or waivers of class tuition. The Executive Board 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 left in the account later than two weeks after the end of the school year will be moved to the general fund and will be dispersed as agreed upon by the Executive Board. Exceptions will be considered by the Executive Board.

Standard Courses and Mentors

The framework for LIFE Academy's courses is based on the Phases of Learning described in [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, Core, and Love of Play): ages 0-8.

Love of Learning: approximately ages 9-10

Transition to Scholar: approximately ages 11

Scholar: ages approximately 12-18 (approximately - Practice Scholar 12-13, Transition 14-15, Apprentice 16+, Self-Directed 17+)

If a parent feels that their child/youth is ready to move on to the next phase before the recommended age, they may appeal using the Course Appeal Form to the Board of Administration for an exception. The Board of Administration 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 be approved by the Executive Board 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) Georgics
- 4) Pyramid
- 5) Sword of Freedom/Hero Project
- 6) Classical Acting
- 7) Quest I, II, III
- 8) Edison Project
- 9) Any LEMI project

The Approved Non-LEMI Scholar Projects are as follows:

- 1) LIFE Science
- 2) Servant Leadership 1: Natural Law
- 3) Servant Leadership 2: World Religions
- 4) Pre-Algebra/Algebra 1
- 5) Foreign Languages: Russian, Japanese, German, & Spanish

B. All Scholar classes are designed for youth ages 12-18. Scholars must be 12 years old before September 30th 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 Board, 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 are limited to 10% of the total Scholar enrollment. Extensions or exceptions for extenuating circumstances may be granted by the Executive Board upon written request.

Junior Program Classes (Core Littles, Core, Love of Play, Love of Learning, and Scholar Prep)

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 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. Scholar Prep 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 nine and up by September 30th may join the LOL program as space allows. Children under the age of nine by September 30th may join the Core and LOP programs, as space allows.
- E. At least two weeks prior to the Fall Meeting, the Junior Program Director will submit a final plan to the Board of Administration 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 at the Fall Orientation Meeting held before school starts each year. The Secretary will make sure that all dates are on the official LIFE Academy calendar.
2. Fall registration for returning families will be completed on or before the last day of school.
3. New families may register after Spring registration and once space is determined.
4. LEMI training/Scholar Mentor deadline – April 1st

Facilities Use

LIFE Academy meets at Gateway Community Church – 922 Hylo St. S, Salem, OR 97306. Our contact person is the Facilities Manager.

- A. Cleanup: 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 a locked storage closet at Gateway Community Church. Label bins with "LIFE Academy." Please talk with the Vice Chair or our Facilities Representative Volunteer regarding your individual storage needs.
- D. Classrooms: Please discuss with the Vice Chair 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 schooltime and without parents for Love of Learning, Scholar Prep, 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 for organizing 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 tries to coordinate 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, at times- family tuition, and the Shakespeare production on year's it is running.
- 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 Vice Chair and the Facilities Representative Volunteer. As much advance notice as possible for scheduling the building should be given to the Gateway Community Church office staff. The Vice Chair or the Facilities Representative Volunteer will coordinate with Gateway Community Church.

LIFE Academy
(Leadership Infused Family Education Academy)
2022-2023 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: _____