

Handbook Essentials

We've pulled a few items from the Core handbook in hopes that this knowledge will help prospective families evaluate the program's ability to meet their needs.

Age Requirements

- Core is for high-school aged students.
- Students must be 14 by October 1 and not older than 19 by October 1 in order to take courses at Core.
- The exceptions to this rule are Pre-Algebra, Algebra 1, Reading Workshop, and Writing Workshop.
- Students must be 13 by October 1 in order to participate in Pre-Algebra, Algebra 1, Reading Workshop, and Writing Workshop.
- Students who are 12 by October 1 may participate in Pre-Algebra. Twelve-year olds are only eligible for Pre-Algebra.
- Students may accelerate in math by one calendar year. Students who are 14 by October 1 are eligible for Geometry. Students who are 15 by October 1 are eligible for Algebra 2. Students who are 16 by October 1 are eligible for Pre-Calculus.
- English courses do not accelerate. Enrollment for English 1 is limited to students who are 14 by October 1. Enrollment for English 2 is limited to students who are 15 by October 1. Enrollment for English 3/4 is limited to students who are 16 by October 1.
- Students younger than 14 who take classes are considered guests of Core. As such, they are not eligible for study halls, they are not invited to the lunch period, and their parents do not serve volunteer hours.

Class-time and Course-Work

- Instructor expectations are shared in a variety of ways, including the course syllabus, oral instructions, handouts, and rubrics.
- Class time is used to synthesize previously introduced material and to introduce new material. Instructors communicate in a variety of ways, depending on the course and the material. Common methods are lecture, discussion, and small group time, but most instructors are not limited to a single method.
- Students work on lengthy assignments during the days they are not in class. Common assignments are reading, short essays, and answering problems.
- Students also complete longer, more involved assignments such as formal essays, projects, and exams.
- Grades are distributed at mid-term and semester's end, or upon request by e-mail.

Procedures

Be aware that neither the instructors nor the on-site manager monitor students' comings and goings at Core. Students sign in, students sign out, and teachers take attendance. While we are aware of whether or not your student is present, Core operates like a library. Students are dropped off or drive here, they attend classes, and they leave. Just as a librarian would not stop a student from leaving the library, we do not stop students from leaving our site nor do we monitor student pick-up.

- Parents drop students off at Core no more than five minutes before class. Students should be picked up immediately after class ends.
- Students sign-in upon arrival and sign-out when exiting the building. The volunteer parent facilitates the sign-in book.
- Instructors take attendance for each class.
- Other than attendance and signing in and out of the building, students' comings and goings are not monitored.
- Parents requiring entry also sign-in and sign-out.
- To maintain the academic atmosphere of the program, students are only invited to remain at the building during classes for which they are registered.
- Study halls are available for students who need to remain at the building during a period when they are not registered for a class. Study halls cost \$50, and students are not permitted to sign up for more than one study hall in a row.
- Lunch is from 11:30 to 12:00. Students with classes on either side of the lunch period are invited to the invited to the building during this time. There is no cost.
- The on-site manager provides adult supervision for study halls and lunch. Her role is organizational rather than disciplinary.
- In-class time is valuable, so absences should be avoided. When a necessary absence is anticipated, students prepare for the absence ahead of time by talking with the instructor and working ahead. Students who miss class unexpectedly are responsible for e-mailing instructors to turn in assignments and receive instruction.

Parent Volunteering

- Parents are required to volunteer at least two half-days per semester; parent volunteers assist the On-Site Manager.
- Siblings may not accompany parents when serving.
- If a parent misses their volunteer time, they will make up 2 sessions for the missed time.
- Failure to show up for assigned parent volunteer time could result in student removal from Core classes.

Dress Code

- In order to support the academic nature of Core, clothing should be modest and neat.
- Skirts, shorts, and dresses shall be no shorter than the top of the knee.
- Leggings and other form-fitting pants may only be worn with a top that comes down to the knees.
- Form fitting shirts or low necklines are not appropriate; shirts need to reach the top of the pants and must have sleeves that cover the shoulders; no inappropriate images or exposed undergarments.
- Students who arrive at Core dressed inappropriately, in the judgment of any instructor or the on-site manager, will have to go home.