

PETRA SCHOLÉ

In essentials, unity, in nonessentials liberty, in all things charity.
- St. Augustine

This handbook contains the guidelines to help our community thrive. It will answer the most common questions and be a helpful resource throughout the year. Keep it handy and refer to it often!

Communication

Our primary method of community communication is via Band, which can be accessed via an app on your phone or on desktop at band.us. Family directory, digital files of the calendar, handbook, etc as well as upcoming events, community updates and inquiries can all be found on the Petra SCC band, which can only be accessed via direct link invitation to keep our Band private. The Director will text an invitation once your application has been approved. Join the Band and adjust the settings for alerts so you can be in the loop! We also have Bands for each specific class, Social events, and topics not related to Petra.



VISION

To create a Christian learning community seeking to nurture wisdom and virtue in our members, through a classical education, for God's glory.

What is a Scholé Group?

Scholé Groups are homeschooling co-ops that employ the content of a classical curriculum and pursue restfulness (scholé) in learning. The Scholé Groups Network offers each Scholé Group a wealth of resources and benefits to help them pursue these ideals—at no charge.

Scholé Group Benefits

Scholé membership includes a 20% Discount at ClassicalAcademicPress.com. Scholé Groups receive a 20% discount and free shipping on any Classical Academic Press order of 20 items or more. We will have a group order for the community to be able to take advantage of the discount in the summer. Watch for details in the Band app.

Discounts on ClassicalU Subscriptions: Grow as a teacher and as a thinker with self-paced teacher-training courses from ClassicalU led by leaders in the renewal of classical education. Scholé Group members receive a discounted rate for individual annual plans (over \$50 in savings per person). Ask the Director for more information.

Four Essential Qualities of Scholé Groups:

1. **Classical:** Scholé Groups are committed to a classical course of study, a path that has been tried and proven since ancient times. The long tradition of classical education has emphasized the seeking after of truth, goodness, and beauty and the study of the liberal arts and the great books. Scholé Groups follow a core sequence of studies which includes Latin, logic, writing and rhetoric as well as the great books, mathematics, and science.
2. **Restful:** Scholé Groups are united by their pursuit of restfulness in learning, or scholé. The word scholé (pronounced skoh-LAY) comes from a Greek word that means "restful learning," with the connotation of "contemplation, conversation, and reflection." Ironically, it is also the basis for our English word "school", which no longer holds for us these restful connotations. Scholé Groups seek deep engagement that results in enjoyable, permanent learning that is free from anxiety. Classical Academic Press provides each Scholé Group with a variety of educational and practical resources for understanding and implementing scholé in their communities.
3. **Communal:** Scholé Groups are vibrant communities of adult and student learners united by a passion for truth, goodness, and beauty. Each Scholé Group community is comprised of families who gather regularly to pursue studies together. While student learning is at the core of Scholé Groups, parent-teacher education is also of great value to the community. Many Scholé Groups choose to integrate parent education into their co-op activities on a regular basis using ClassicalU, the teacher-training platform recommended by the Scholé Groups Network. Community is a high priority and we wish to maximize its value to the parents where possible.
4. **Flexible:** Scholé Groups have the flexibility to customize their practices to their unique settings.

Code of Conduct

- 1. LOVE:** We strive to honor God in our actions and interactions. We are patient and kind to one another. We love and honor and respect one another, adults and children alike. We give encouragement to each other. We do not point out the shortcomings of others to build ourselves up. We do not spread rumors or gossip. We avoid cliques, clubs, or games that exclude others. When others offend us, we forgive them. When others are sad, we comfort them. We look for opportunities to serve others.
- 2. INTEGRITY & RESPONSIBILITY:** We tell the truth. We bring our work to class on time. We complete our work with our best effort. We will not make excuses for our actions, but instead admit when we are wrong. If we make a mess, we clean it up.
- 3. AUTHORITY & RESPECT:** We cheerfully and promptly obey the authority under which we are placed. We arrive for class on time and prepared to teach/learn. When we have work to do, we do it without complaining. We may appeal respectfully and courteously. We do not argue or negotiate. We do not disrespect the classroom or teacher by interrupting.

Membership & Fees

Admission into the Petra Scholé Classical Community is a three-step process as outlined in the application packet (application, interview, registration). The purpose of the application and interview process is simply to ensure that families align with our mission and that a solid partnership is fostered. We are organized as a religious educational non-profit. Members must uphold the Statement of Faith to participate. Mentors must agree to uphold the Statement of Faith. Registration fees (registration, facility & insurance and supply fees) are due with registration. Registration fee is non-refundable. Other fees may be refunded if participation in the program is dropped before week 1. Tuition is due upon receipt after drop date and invoices are sent out. Tuition is payable by semester. Please discuss payment plan options with the Director or the Board, if needed. Parents may mentor to help offset tuition expenses.

Community Policies

Illness

Every family acknowledges and accepts the inherent risks of gathering as a community. Each family accepts responsibility for assessing their family member's symptoms and will choose to act in good faith to decide whether it is in the best interest of both your family and the community for your family members to attend Petra. Please do not contact the Director or the Board to help you assess symptoms within your family. You are the parent and you know your family best. Petra trusts that you, the parent, will make the wise choice for all. Please err on the side of caution as we all love to be with our community, but everyone would appreciate the efforts to avoid spreading illness.

Golden Rule- respect others as you wish to be respected.

Weather

We follow the SVVSD cancellation schedule for inclement weather. In the event of bad weather, all cancellations and late-starts will be communicated on the Community Band. If a family feels the need to stay home in the event of inclement weather, please communicate that with the Director and Mentor.

First Aid

Should the need arise, a First-Aid kit is available in the Charity room on the small, middle table by the wall. We have several parents on-site that are CPR-certified, in case of emergency: Kris Greenidge, Kristy Dolenc, Bethany Melton & Sally Beck.

Visitors

We welcome the participation of extended family on community day. Please let the Director know if anyone other than the registered student(s) and parent will be on campus as they need to be accounted for, for insurance purposes. Only students that are registered for their age-appropriate program may be on campus.

Attendance

Out of respect for your time, we will make every effort to keep to our published calendar. To preserve the quality of our program, please arrive with enough time to be present with the program in which you are participating. All classes will begin promptly at 8:00 am. Please respect the other students and the Mentor by arriving with enough time to allow class to begin on time without distraction of late arrivals. On the rare occasion that you may be late or miss that day, please let the Director know via text at 303.525.1470.

Lost & Found

We have a community Lost & Found bin that will be located by the entrance doors during community day. Please put all Petra lost & found items in this bin (not in the church lost & found) and check weekly to collect any belongings that may be yours. If you need to collect items during the week, please contact the Director to make arrangements. Items left in the bin at the end of the year will be donated.

DISPUTE RESOLUTION

Please uphold the Matthew 18 principle for resolving all conflict. See conflict policy for more guidance and support.

“If your brother sins against you, go and tell him his faults, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.”

Matthew 18:16

ETIQUETTE

- ✓ ARRIVE on-time, every time!
- ✓ SUPERVISE your children AT ALL TIMES
- ✓ RESERVE cell phone use for emergencies only
- ✓ PARTICIPATE in community and class activities
- ✓ HELP with clean-up
- ✓ LEND a hand to your Mentor
- ✓ HONOR God in words and deeds
- ✓ RESPECT the church grounds and property

“Work willingly at whatever you do, as though you were working for the Lord rather than for people.”

Colossians 3:23

Snack Bar

Forget a snack? Grab one from the snack bar in the Charity room. Feel free to add to your tab and close it out by the end of the semester. All snacks are \$1/ea. Coffee is free & for adults only.

Chores/Clean up

Each family in our community shares the responsibilities associated with gathering as a group. Everyone is expected to clean up after himself/herself and to participate in the set up and clean up for our community day. It is a privilege that we have this facility available for us to use and we must treat it with the utmost respect and reverence. Cleaning up after ourselves makes it easier for those that clean up to finish their jobs and get home after a long day!

Lunch

Fellowshipping together strengthens our community and is an integral part of our time together each week. Lunchtime is a wonderful time of fellowship for parents and kids alike. Please pack a lunch for your family and participate in using this time to build relationships with our community. Classes will dismiss for lunch at noon, where everyone will eat for 15 minutes before being released for recess. All families from all programs will eat together for lunch, with the exception of the high school students that may opt to participate in the HS lunch. If inside, due to inclement weather, we will eat together in the Charity room. Please do not eat or hang out in any other rooms. This does not facilitate fellowship for the group at large and prevents the rooms from being readied for the next class. Each family is expected to clean up fully after themselves before leaving for the day.

Dress Code

We expect everyone on campus to dress in a manner that supports the mission, vision and Statement of Faith of Petra Scholé. Everyone who comes to community day should dress in a way that honors our Father in Heaven and makes others feel comfortable around us. Our clothing choices should be modest, drawing others to Christ, not drawing attention to ourselves.

Dress Code Guidelines

- Midriff, upper thigh, cleavage and undergarments should be covered
- Word/Images on clothing should be positive and encouraging, not inappropriate or with suggestive language or images
- Hats and jewelry should not be a distraction to self or others
- Offensive odors (body odor, heavy perfume/cologne, etc.) should be avoided, even if they are naturally occurring
- Test: Raise & Praise - does my belly show when hands are up high? Bend over & touch your toes - does underwear or cleavage show? Sit criss cross applesauce - is it appropriate, both from front and back views? As parents, we are modeling for our students what appropriate and modest dress is for our school day. Since parents are to be engaged during class, please also do the quick tests to make sure that activities like bending over (to help with maps, for example), sets a good example of modesty.

Peace

If a student is disruptive:

1. Student is asked to stop the behavior by the parent helper or Mentor
2. Student is reseated next to parent helper
3. Student is sent by the Mentor with the parent helper to sit with the Director. Director will inform parent and determine if student may return to class. After class, the Mentor, Director, parent and student will discuss options to correct the behavior.

Best Left at Home

- Wheels, to include wheelie shoes, scooters, hoverboards, skates, etc.
- Weapons, to include knives, pocket knives, guns, ninja stars, etc.
- Animals
- Drugs, including tobacco, marijuana, vape, alcohol, etc.
- Tablets and other electronic devices
- Pride, Ego and Bad Attitudes

Facility

White Fields Community Church has graciously allowed us to meet at their facility. Please show respect and appreciation by leaving the building better than we found it. If you see a facility issue that needs to be addressed (clogged toilet, damage to property, safety issue, etc.), let the Director know ASAP. Please do not contact church staff unless there is an emergency.

The Church has requested specifically that we do not allow hands, feet or balls to come in contact with the walls and ceiling of the Church. Balls are to be played with OUTSIDE only.

Calisthenics, recess, and lunch is in the NW parking lot of the property. Please park on the South side of the building to leave the West parking lot available for use. Students should not eat, hang out or play by the main entrance of the Church or the South parking lot. Under no circumstances should students go through the gates, cross the fence line bordering the adjacent properties or access areas other than the where the church has given us permission to be.

See community map for classroom locations as well as specifics on where we can and cannot be within the church. Keep in mind that we do not have access to or free rein of the church on our community days. Let's work together to honor the church and keep our kids safe. All hands on deck for this endeavor!

Under no circumstances is anyone allowed in the sanctuary, the church offices and hallways, staff conference room and office restrooms. These spaces are not available for us to use. If you are unsure of an area that we can use, please ask the Director. There should be no running, roughhousing, ball throwing, etc in the church. We do not have permission to use the pool table in the youth room. We also will not use the gaga ball court or foosball table. We can use the basketball court on the NW side of the property. *Our conduct should reflect the respect that being in the Lord's house commands.*

Kitchen

Please plan on bringing a sack lunch on community days. There will be NO use of church supplies for personal use. That includes cups, utensils, etc., disposable or not. There will be a small supply of eatery/utensils in the kitchen in our labeled cabinets by the washing machine. We want to promote fellowship time, so please minimize time in the kitchen and join the community for lunch.

Supervision of Students

At Petra Scholé, **parents are responsible for their children.** Please monitor your child's whereabouts, behavior, and participation at all times. Parent helpers will monitor their classes' students during restroom breaks and recess. It takes a village and all parents are needed (and wanted!) to hold students accountable throughout the day.

Parents on Campus

Parents of Elementary and Middle School students must remain on campus at all times. A note assigning responsibility for your child(ren) to another parent will be needed in order for you to leave campus briefly, in case of emergency only. Please honor that our Mentors work hard to equip parents, the teachers-at-home and parents are expected to be an example to their students. Petra Scholé is not a drop off program. High school parents are encouraged to participate with their student(s) as much as possible.

Parents in the Classroom

Mentors must have a minimum of one parent helper with them at all times. This is for the protection of our Mentors and students. Parents are required to actively participate in the classroom. We all love to connect with our community, but please honor and respect the Mentor and the students and save conversation and fellowship for times when class is not in session.

Electronic Devices

Use of cell phones and other electronic devices should be respectfully limited on campus. Cell phones/electronic devices should not be used in class, with the exception of the occasional use by the Mentor for teaching purposes. If there is an emergency, parents, please step out of the classroom, to avoid being a distraction to those in class. **ALL students should abstain from cell phone or tablet use for the entirety of the community day (to include lunch, before and after school).** The exception to this is for study hall, with parent discretion, to work on school work only. Each mentor will use their discretion on whether or not to collect cell phones at the beginning of class, to be returned at the end of the day.

Study Hall

Students are expected to use the SH time to accomplish school work, it is not a time for socializing. Students will be monitored and need to be in the dedicated study hall room for the duration of study hall.

Parents are PALS

- P**articipate in class
- A**ssist the Mentor
- L**esson plan & take notes
- S**upervise & Discipline

Community Day Schedule

Time	Activity
7:45 AM	Arrive to prepare for class & Mother Culture that begins at 8
8:00- 8:50 AM	First Class for students, Mother Culture for Moms
8:55- 9:15 AM	Community Morning Assembly
9:20- 12:00 PM	Core Classes
12:00- 12:40 PM	Lunch together as a Community
12:45- 3:30 PM	Afternoon Electives
3:30- 4:00 PM	Community Clean up
4:00 PM	Doors Locked

Leadership Team

Board: Molly Kitsmiller, Erin Reiger, Nickie Lafferty, Wendi Worrell

Community Director: Hannah Larson 303.525.1470

**Location: White Fields Community Church 2950 Colorful Ave.
Longmont, CO 80504**

ALL students must be accompanied by an adult at all times.

Parents, please help ensure that all students adhere to this policy and help get them to where they need to be with supervision.

* Due to fewer adults with MS/HS classes, mentors will allow their MS/HS students to go to the restroom using the buddy system in lieu of adult supervision. Students should be prompt in their absence, not using that time to socialize or go anywhere else in the church.