



Alistair Academy

MASTERING ART IN EDUCATION

# Student-Parent Handbook

Updated May 2024

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# I. Alistair Academy Learning Philosophy

At Alistair Academy, we are committed to providing peaceful and meaningful learning through art exploration. Art is a powerful tool that can instill confidence, critical thinking, creativity, and resiliency in students, enhancing their academic progress. Our learning philosophy is deeply rooted in the belief that education through art enrichment can meet a student's fundamental needs while inspiring their highest potential. We aim to foster a lifelong love of learning that begins today.

How do our learning philosophy and methods differ from those represented by progressive education? Modern education is plagued with student anxiety, often void of opportunities for creativity and self-expression. In this system, students are commonly overbooked in core academics, where visual and performing arts are devalued and abandoned. Without the nourishing benefits of the arts, the stress now associated with the term "school" has little inherent value for many students. Early involvement in the arts is associated with gains in math, reading, cognitive ability, and critical thinking, and art education for older students can improve motivation, concentration, confidence, and teamwork. Strong art programming in schools is essential for closing the gap in academic motivation that has left many a child behind.

Our model for peaceful and meaningful learning is a large contrast to progressive education, where instructors are often driven to "teach to the test" and must use assessments that produce easily quantified data in purely material terms. Students in such a system learn to cram, pass, and then forget. By contrast, our courses of study cultivate learning with meaningful, deep engagement so that learning becomes memorable, enjoyable, and permanent. Our mission is to cultivate enriching education where there is time for the reflective creative endeavors that replenish a student's intrinsic wellness.

Alistair Academy instructors create an atmosphere of learning by modeling a love of the subject and utilize methods of evaluation that assess understanding and mastery of the subject rather than just the input and output of facts. This means that, even in an

online classroom setting, the Alistair Academy faculty works to create engaged discussion and learning that builds relationships with and among students. We structure our courses so that the amount of work required is in accord with the allotted time while also cultivating an atmosphere of contemplation, conversation, and reflection. Our experienced instructors seek to showcase beauty in their teaching and cultivate education in its fullest sense, ensuring that through Alistair Academy, your student will receive excellent classical art instruction that leads to confidence and mastery.

As part of our commitment to providing a peaceful and meaningful education enriched with artistic expression, we carefully seek out and hire instructors who already demonstrate a commitment to these ideals. Our learning philosophy recognizes the three fundamental needs of students as, the need to observe and create beauty, the need to experience peaceful learning, and the need to develop a learner's mind. These are the core values that guide every educational experience in our community.

- I. **Observing and Creating Beauty:** Our students are purposefully guided in observing the beauty of the world around them. Beauty exists abundantly around us- in the natural world, in architectural design, in engineering, in the sciences, and in the visual and performing arts. Beauty has the potential to be seen in every academic study. We wish for our students to learn from the creative and inquisitive pursuits of masters in every field—and, through careful imitation in their own work, students learn to seek what the masters sought. A mind edified by beauty is one full of wonder and creativity, and that is precisely the foundation we wish to set for our students.
- II. **Experiencing Peaceful Learning:** We believe learning should be peaceful. Students do their best when they feel confident and free from anxiety in their classrooms. Our educators seek to cultivate authentic joy and curiosity in an environment that models peaceful communication, collaboration, and support. We encourage students to reflect compassionately and proactively on their progress through uplifting feedback on assignments. Our teachers

approach every interaction with our students as an opportunity to cultivate peaceful learning.

- III. **Developing a Learner’s Mind:** Knowledge cannot be given without a willingness to understand. Though curiosity is innate, students must develop the skills of learning. Developing a “learner’s mind” is the process of strengthening those skills while being willing to consider new ideas and arguments. Developing self-mastery in the art of memory work, practice through repetition, self-evaluation, note-taking, time management, etc., are all skills that we must *learn*. Alistair Academy educators play a vital role in guiding students to develop a learner’s mind by providing opportunities for active listening, thoughtful evaluation, application of ideas, collaboration, and reflection. These skills turn students into lifelong learners who actively seek out knowledge with confidence.

## II. Classroom Technology

For our live online classes, we use Zoom, a video-conference platform that is both efficient and easy to use. Students join their instructors for real-time, face-to-face class sessions that mimic a brick-and-mortar classroom experience. Class participants can see and hear each other throughout each session, a feature that facilitates engagement with the material and interaction among the instructor and students. This streamlined technology allows us to bring our students face-to-face with master instructors and engaged peers while affording the flexibility of learning from home.

Our decision to use Zoom video, while not allowing the chat feature, reflects our emphasis on real, personal interaction. This kind of learning cannot be achieved without the use of video. Thus, students are expected to use video in each class.

## I. Technical Requirements

**Computer:** You will need a stable, reliable computer running with a processor with a speed of 1 GHz or higher on one of the following operating systems: Mac OS with Mac OS 10.9 or later; Windows 11, 10, 8, or 7.

**High-Speed Internet Connection:** You will also need access to high-speed Internet. The faster your Internet, the better. We recommend using a connection with a download/upload speed of 5/1.5 Mbps or better.

**Webcam and Headset:** If you do not have a webcam built into your computer, you will need to purchase an external webcam. We also recommend using a headset for audio rather than a built-in microphone and speakers, as this will help reduce background noise heard by the entire class. Make sure to get a headset that is compatible with your device—USB, 3.5 mm, or Bluetooth.

**Zoom:** We use a web conferencing software called Zoom for our classes. Zoom is free to download and easy to use. For reliable performance, after your initial download of Zoom, it is important to frequently update the app as described in the instructions below.

### To Download Zoom:

- Visit [zoom.us/download](https://zoom.us/download).
- Click to download the first option listed: Zoom Client for Meetings.
- Open and run the installer on your computer.

### To Update Zoom:

- Launch the app on your computer.

- Click on your profile image (or initials) in the corner of the app.
- Select “Check for updates” from the dropdown menu.
- Install.

**Canvas:** We use a Learning Management System (LMS) called Canvas. This software is free to families and serves as the place where assignments are posted and submitted and where feedback is given. Instructions for accessing Canvas are in the course welcome letter provided by the instructor.

## 2. Class Recordings and Permissions for Use of Recordings

All class sessions are recorded. These recordings are not standardly accessible but can be made available to students when necessary (as in the case of an absence), provided students are in compliance with the attendance and participation policies.

## III. Academy Policies

### I. Making Course Selections

We want to make sure each course is a great learning experience for every enrolled student. The placement process is critical to student success, and it begins with the parents carefully reading course descriptions before they enroll. A detailed class description has been provided for each course Alistair Academy offers. We have asked our instructors to convey their vision for the course: the course objectives; the target grade range; their teaching style; student expectations; and a sketch of how they plan to assess the students, including the skills students should be cultivating during the course.



Before you purchase and register for your class, please consider the following categories as you determine if the course will be a good fit for the student:

1. Target grade range: If your student falls outside the listed grade range but you still believe that the course will be a good fit, you should seek approval from Alistair Academy for the student to be granted admission into the course. If you are in this situation, please contact us before purchasing the course.
2. Minimum and maximum age requirements: Students enrolling in Alistair Academy courses must meet the following age requirements, determined by their age on the first day of class:
  1. Lower School: 8–13 years old
  2. Middle School: 12–16 years old
  3. Upper School: 14–18 years old
3. Maturity/readiness to discuss topics (Middle & Upper School): From time to time, in our Upper School, students are encouraged to participate in healthy debates on a wide range of topics. Our courses are designed for student engagement and discussion. We expect our instructors to navigate these waters wisely and well; we expect our students to step into the arena of these class discussions with maturity and respect for their cohort and instructors.
4. General skills: These include computer skills, reading level, penmanship, and personal organization and planning. Once you have considered each of these questions and have determined that the course looks like a good fit, go ahead and register.

## 2. Placement Evaluations

After registration, Alistair Academy administrators and instructors will verify appropriate placement by reviewing the enrollment information you provided. Depending on the course and previous enrollments of the specific student, the instructor may require a placement evaluation to ensure your student has success in class. This may include any of the following:

- a Zoom conference with the parent and/or student;
- a written exam;
- writing samples; and/or
- information about previous coursework.

Placement evaluations should be completed by students without any outside help from parents or other adults. If accommodations are required, please first seek approval from the course instructor.

## **2. Student Learning Differences**

Our course instructors are not required to be equipped or trained to serve students with learning differences. However, in many cases, students with learning differences are able to participate fully in our courses with outside assistance. If you have questions about the placement of your child in one of our classes due to a learning difference, please contact your course instructor; instructors are glad to discuss possibilities for accommodation.

The course instructor will ultimately decide if he can meet the student's modification or accommodation plan or requests. Students with learning differences who are accepted into Alistair Academy courses are enrolled on a provisional basis. (Course instructors must be made aware of a student's learning differences within the placement process.) To the best of our ability, we seek to ensure proper placement before the start of the school year. However, if it becomes clear within the first three

weeks of classes that a provisionally enrolled student is not well-suited for a course, the parent or instructor may request that the student withdraw for a full refund. The parent should email [AlistairAcademy@outlook.com](mailto:AlistairAcademy@outlook.com) to request a withdrawal.

## IV. Enrollments and Withdrawals

### I. Class Size

Alistair Academy chooses to limit class size and generally caps enrollment at 15 students. However, there are some exceptions to this rule. In some instances, instructors choose to lower the enrollment number to better facilitate the desired class dynamic and student engagement.

### 2. Tuition & Payment Plans

**Private Pay-** Course purchases may be made online on the Alistair Academy website. Tuition for each course is listed on the course page and also at checkout. For flexible purchasing options, you can choose Shop Pay at checkout. Shop Pay offers you the option to pay in full, or to split your purchase into regular payments with Shop Pay Installments (powered by Affirm).

**Charter Funds-** If you are paying for a course using instructional funds from a Charter School, we must receive the voucher to hold your student's spot in the class or you may pay the \$35 deposit (built into the cost of each class) out of pocket to reserve your student's spot until the voucher is electronically delivered to us from your school. The voucher must be received within 30 days after the deposit. If we do not receive the remaining class tuition within 30 days, you will be notified, and your student will be dropped from the class without a deposit refund. Please work with your school Teacher/E.S. to complete the voucher request through your charter.

### 3. Withdrawing from a Class

There is a \$35 deposit built into the cost of each course. After the course starts, no refunds will be available.

- Withdrawals requested 30 days before the class start date are granted a full refund, including the full \$35 deposit.
- Withdrawals requested 15 days before the class start date are granted a full tuition refund less the \$35 deposit.
- Please work with your charter school to cancel the voucher/purchase order if a withdrawal is successful. Alistair Academy is not responsible for contacting your charter school to cancel the voucher. You *may not* request a voucher cancellation if a withdrawal has not been made at least 15 days before the class start date. Your student's enrollment is taking the place of another student, and the class teacher is preparing for your student. Alistair Academy upholds this policy to prevent no-shows and waitlisted families from participating on the first day of class.

If a family withdraws (with or without a refund), the family is not entitled to access any of the assignments, handouts, recordings, or exercises provided by the instructor during the student's enrollment. The student will be withdrawn from his Canvas classroom and all access to the course. The parent should email [Alistairacademy@outlook.com](mailto:Alistairacademy@outlook.com) to request a withdrawal. All withdrawals are final. Even if the student is withdrawn without a refund, the family should not expect those funds to remain as a financial credit for future services. The student cannot be readmitted to the same course later in the year, citing their full payment without a refund.

If a family withdraws a student during an academic year and wishes to re-enroll in the same course later that same year, an interview with the family, instructor, and administrator will take place to determine whether or not to re-admit the student and

what, if any, additional fees should be paid for the re-enrollment. If the family withdraws a student during an academic year and they wish to enroll in a different course later during the same year, the family will pay for a brand new course enrollment.

Sometimes, withdrawals reflect concerns and grievances. Families are flagged when unresolved issues from previous years carry over into new enrollment seasons. Alistair Academy reserves the right to deny enrollment until the administration is satisfied with the terms of reconciliation with the family.

#### **4. Waiting Lists**

If a given course is designated “full with waiting list” and you would like to be added to the waiting list, please use the waiting list link on the course page. In some cases, Alistair Academy may offer an additional section of a course if the course fills up quickly. In this case, we will notify those on the waiting list when the new section becomes available for registration. You will be notified via email if a space becomes available to your student.

#### **5. Late Registration and Ongoing Enrollment**

Parents interested in late enrollment should review course offerings online and contact the instructor directly through email to initiate the process. Instructor emails are available on our website. These late additions to classes are managed on a case-by-case basis, and they are allowed only with instructor approval. Once the parents and instructor have come to an agreement about the necessary requirements for enrollment, the family will be billed for the enrollment. Payment will be due in full—payment plans are not available for late enrollments.

All late-enrollment purchases are final. We do not provide a withdrawal window for our late enrollments. If a family determines that the course is not a good fit after the enrollment is processed and paid for, the student may be withdrawn without a refund.

The tuition for the original purchase cannot be applied to a course transfer of any kind.

## **6. Class Cancellations or Changes**

On rare occasions, Alistair Academy may have to cancel a class or replace an instructor (usually for health reasons). For these cases, please note the following:

- If a class has been canceled, a full refund (including the full deposit) will be issued to parents of participating students.
- If an instructor resigns from a course for any reason and a new instructor is installed, parents will be permitted to withdraw from the course and receive a full refund within 10 business days of receiving notice of the new instructor's assignment.
- If an instructor takes an extended leave of absence but does not resign from his class and is still monitoring the course and the substitute during the extended absence, the family will not be permitted to withdraw from the course with a refund. Any questions or concerns should be raised with the instructor, who should address those grievances in a timely fashion

## **7. Orientation Sessions for Parents and Students**

One week before the start of a course, the instructor will hold a brief orientation session for parents and their students. This session is an opportunity for students, parents, and instructors to introduce themselves to one another, test the classroom technology, and ensure everything is in working order for the first day of class. Parent and student participation is required. Details regarding the orientation session will be provided by the instructor via email during the month of the course. If you or your student are unable to attend the orientation session, please contact the course instructor for access to the recording of this session.

# V. Attendance and Participation Policies

## I. Class Participation and Webcams

Our classes are live and highly interactive, with students regularly engaging with their instructor and peers and participating in class discussion. Students are expected to attend classes with their videos turned on and to function as a full participant in each class, contributing to the class dynamic and success of the entire group. Students who do not turn on their videos during class will be removed from the Zoom classroom and marked absent. We remain vigilant in providing security for our online classes. If an attendee logs into a Zoom classroom without their video turned on and is unresponsive, it is the policy of Alistair Academy to remove that attendee from the session. However, if a student is having a legitimate technology issue, the instructor will use his best judgment to respond appropriately. As we are also encouraging and training our students in responsibility and respect, certain etiquette must be adhered to, including timely arrival to class and being fully prepared to begin. Students ought to dress for class appropriately, which means no pajamas or revealing clothing. Remind your students to keep themselves muted unless they are speaking so as to cut down on background noise and to raise their hands to speak. Likewise, keep visual distractions to a minimum by blurring your student's background or using a screen. Finally, students are expected to turn off unnecessary devices and avoid multitasking during class.

## 2. Absence Policy and Class Recordings

There are, of course, circumstances, both planned and unplanned, in which students must miss a class. In such circumstances, we provide students with a recording of the live class session so that they may watch the session they missed. Whenever possible, we ask that students alert their instructor of their absence in advance. While

recordings of live sessions are a helpful tool for occasional absences, they are not a sufficient replacement for class participation in the long term. With this in mind:

- We allow a maximum of six absences for semester-long courses that meet two times per week before participation will affect the students standing in the course.
- We allow a maximum of three absences for semester-long courses that meet once per week before participation will affect the students standing in the course.

Please note: Though we will endeavor to have recordings for each and every class, we cannot guarantee that we will have recordings 100 percent of the time (e.g., occasionally we run into technical difficulties).

Our instructors are available to their students in class, via Canvas messaging, and during office hours. If your student has to miss a class, anything you can do to minimize the extra work required of the instructor would be greatly appreciated.

As you might expect, instructors cannot reteach the material via email. However, our instructors are accessible to their students and will provide assistance as needed. If, at any time, a student's absences begin to near the maximum number of missed days, the course instructor will reach out to begin a conversation with the parents and take meaningful steps to help resolve the problem.

The school administrator will also be made aware of the concern. If a student reaches or exceeds the maximum number of missed days, the course instructor and the administrator will work diligently with the family to resolve the issue. We will compassionately work with families to find a reasonable way forward. However, without resolution, the student will be withdrawn from the course without refund.

### **3. Special Circumstances**

Our students live all over the world, and there are occasionally natural events that prevent a family from being able to attend their scheduled classes. Please make your



instructor aware of any extensive damage or displacement due to natural disasters. We are happy to accommodate families in these cases.

## **VI Grading Philosophy, Practices, and Reporting**

### **I. Alistair Academy's Grading Philosophy**

While Alistair Academy courses offer peaceful learning, we also recognize the need to provide assessment grading for students who will be using a course as part of their prepared college transcript. We believe that earning a specific grade should not overshadow achievement goals for mastery of a discipline. Attaining mastery is its own reward, and this is the intention behind all Alistair Academy grading practices.

### **2. Grading Practices**

Instructors typically assign the following grades based on students' level of achievement: magna cum laude (with great praise), cum laude (with praise), satis (sufficient, satisfactory), and non satis (not sufficient). Ideally, every average student working diligently should do praiseworthy work (cum laude). Those who excel beyond this expectation will be the magna cum laude students. Students who do adequate but not praiseworthy work should be designated satis. Non satis means lacking sufficiency or adequacy. These assessments are not mere grading instruments but ways for instructors to signal progress towards mastery with students and parents.

### **3. Grade Reporting**

We recognize that some parents are required to prepare transcripts so they can report the courses and grades earned by their students. Alistair Academy does not provide official transcripts for parents to use in their reporting of courses and grades.

While Alistair Academy serves homeschoolers by providing online instruction, we do not replace parents as the administrators of homeschools. As such, the ultimate authority on a student's grade is his parents. If a parent feels the need to modify the instructor's assessment in his own records, as the administrator, he should feel free to do so. However, only students who complete the required work for a given class at a level deemed satisfactory by the instructor will receive an assessment report from Alistair Academy.

## 4. Student Concerns

Sometimes, a student's behavior necessitates academic probation, a change in enrollment status, or withdrawal after the start of a course. These situations will be handled with compassion and great care. Most of the specific details of the situation will be handled on a case-by-case basis. The instructor will consult with the principal when the student's performance indicates that academic probation, a change in enrollment status, or withdrawal might be necessary. In other cases of poor student performance (such as a student ill-suited to the demands of the course, excessive absences, failure to submit homework, refusal to participate, refusal to turn on video or audio, egregious behavior, etc.), the instructor will first reach out to the parents, making them aware of the situation(s), and asking for their assistance in resolving those concerns. If, after the meeting, the behavior continues, it might be necessary for the principal to become more involved in the situation. It might be necessary to place the student (and family) on academic probation.

If, at any time, parents have a concern regarding their own student or the course, we encourage them to contact the course instructor directly, as soon as the concern arises. If the issue remains unresolved or requires further attention, we encourage the parent to contact the school principal. If a parent has a concern regarding a principal, policy, or school-wide issue, we encourage them to contact the Alistair Academy

Administrator as soon as the concern arises. Likewise, should our instructors have any concerns about a student, they will reach out to the parent or student right away.

Our instructors wish to keep lines of communication with their students and students' families open at all times, and the vast majority of concerns can be resolved quickly if expressed promptly. With the exception of very minor concerns, we encourage parents to set up a call with the course instructor to discuss the matter over the phone.

We have found phone and/or video conversations to be far more effective for resolving concerns and conflicts than email, which naturally lends itself to ambiguity and misinterpretation.

In these conversations, there are some unfortunate occasions when high emotions and passions can negatively influence reason and language. We encourage parents, and instructors, to maintain a good and true partnership by respecting all involved parties through the use of proper etiquette and language. Alistair Academy reserves the right to deny future enrollments until the administration is satisfied with the terms of reconciliation with the family.

## **5. Student Communications and Conduct**

We hope to foster an environment that allows students to connect and grow together in their pursuit of peaceful learning! In order to support these relationships within our school community, we purposefully create a space to receive an education that is both personal and free from distractions that are beyond the content and goals of each course. We recognize that the current culture requires our attention and discussion at times, and we encourage that conversation when appropriate in the class. Still, when cultural issues are not a part of the classroom or the learning topic, we ask our instructors and students to honor the intended focus of the classroom and limit distractions.

Instructors limit distractions not as a punitive measure or to sit in a place of judgment, but simply to cultivate space for purposeful and intentional learning related to the course discipline. Should distractions arise, the instructor will redirect the in class discussion and have a follow up conversation with the student, parent, and administrators after class. Should a student not cooperate in the redirection of the conversation, the student may be dismissed from the class for the day until the follow up conversation can take place.

## **6. Student-to-Student Communications and Conduct**

Students and parents are encouraged to build relationships with other members of our community. We hope to foster an environment that allows families from across the United States and the world to connect and grow together. Students (particularly those in Middle and Upper School) enjoy meeting new kids and building new friendships through their Academy courses. We're delighted to see this happening. It is the responsibility of parents to monitor the relationships their students are forging with other Academy students, as well as the social media tools their students use to communicate with others outside of our community. Please note that while Alistair Academy uses Zoom Video Conferencing to host classes, and instructors supervise the interactions with students during live class sessions, Alistair Academy and its instructors do not take responsibility for nor do they monitor the use of student's individual Zoom rooms or chats that take place outside of live classes. Alistair Academy is not responsible for the conversations, meetings, or interactions of individual students who use their social engagement platforms to connect with other Alistair Academy students or those outside of our community.

## VII Alistair Academy Responsibilities

- Alistair Academy will provide qualified instructors to teach students according to excellent academic standards while inspiring them to their highest potential.
- Alistair Academy instructors will follow the Academy's learning philosophy of Peaceful learning in a congenial online atmosphere.
- Alistair Academy instructors will provide meaningful assessments to help students and parents gauge the progress of students and ensure they are on the path to mastery.
- Alistair Academy instructors will neither upbraid nor humiliate students, but they will seek to guide, mentor, and correct students (including class behavior). When a sensitive issue, offense, or grievance arises, instructors will seek to speak to students privately whenever possible.
- Alistair Academy expects that the vast majority of discipline and behavior issues will be handled by means of meaningful conversation over the phone or Zoom between the instructor and student.
- Alistair Academy expects that parent concerns and grievances will be handled by means of meaningful conversation between the Administrator, parent, and instructor.
- Discipline and behavior issues that cannot be resolved by conversation between the instructor and student will be brought next to the parent or guardian's attention.
- Discipline and behavior issues will only be brought to the Academy Administrator when no resolution has been achieved after a conversation over the phone or Zoom between the instructor and parent.
- Alistair Academy expects administrators, instructors, and parents to use proper language and etiquette when communicating through email, phone, and Zoom.

- Alistair Academy will provide high-standard virtual classroom software and learning management system software, offering general support and guidance in order that parents and students can use these tools well.
- Alistair Academy instructors recognize that parents have purchased a portion of their time and will set aside their course time for the purposes of course instruction, endeavoring to keep that time clear of personal obligations and responsibilities. This includes the instructor having regular childcare arranged for their own children. (Of course, we hope that families will be understanding if, on rare occasions, personal needs might dictate that the instructor adjust these expectations.)
- Alistair Academy instructors will dress appropriately, avoiding sloppy attire and appearance and instead dress comfortably, yet still present a professional, tidy appearance.

## VIII Parent and Guardian Responsibilities

- Parents and guardians will encourage students to be diligent in the following areas:
  - timely completion and submission of all assignments
  - coming to class on time
  - participating in class discussions
  - maintaining respectful behavior in class.
- Outside of class, parents and guardians will seek to reinforce and complement Alistair Academy's "Peaceful learning" approach, thus supporting the student's coursework.
- Parents will assist students by reviewing homework and written assignments and helping students stay organized, on task, and on pace.

- Parents will review the annual Academic Calendar to ensure that students are prepared ahead of time for upcoming classes.
  - Parents and guardians will trust the assessments of qualified instructors who are masters of their art and will generally refrain from challenging the assessments of instructors. Parents and guardians will, however, seek to understand the academic progress of students and engage instructors with questions when they need clarity and guidance in order to help their students.
- Parents and guardians will encourage respectful behavior of students in class and in all communications with other students and instructors.
- Parents and guardians will bring any offense or grievance privately to the instructor for resolution. Only after a discussion with the instructor fails to bring resolution will an offense or grievance be brought to the attention of the Alistair Academy Administrator.
- Parents and guardians will ensure that students engage in the live classes with their videos turned on. Parents will likewise strive to ensure that students are protected from distractions while in class—especially outside chats and social media.
- Parents and students will refrain from taking screen-shots of live classes or Canvas pages and sharing or posting those pictures in public places accessible to people outside of our school community or the student’s family.
- Parents and students will not share or post Zoom Meeting ID numbers in public places accessible to people outside of our school community or the student’s family.
- Parents and guardians will encourage their students to respectfully participate in all aspects of their courses, including class discussions, projects, peer evaluations, exchange of ideas, homework submissions, and shared class resources.
- Parents and guardians will maintain good and respectful communication with Alistair Academy instructors and ensure that students are able to access the learning management system online. Parents and guardians will notify instructors and the

Academy administration (at [AlistsairAcademy@outlook.com](mailto:AlistsairAcademy@outlook.com)) of any change in email address or phone number.

- Parents and guardians will ensure that students make up any missed classes by viewing class recordings (distributed by the instructor) and completing any missed assignments. They will also help students follow the course description and syllabus, which will be distributed by Alistair Academy instructors.
- Parents and guardians will ensure their student adheres to the attendance policy (see above)
- Parents and guardians will ensure that suitable computer equipment (see “Classroom Technology” section above) is available and working so that students can access the online courses and use them well.
- Parents with two or more students enrolled in the same Alistair Academy course may allow up to three students to use one computer, but parents must be responsible to ensure that audio and video will work well with the configuration. If the configuration will not work well, parents will be required to provide one working computer for each student. Alistair Academy encourages parents to provide one working computer for each student if at all possible.

This student-parent handbook is updated regularly, and enrolled families will be notified when changes have been made.

If you have any questions, please contact us at [AlistairAcademy@outlook.com](mailto:AlistairAcademy@outlook.com)