

BRISTOL ACADEMY SPRING 2024 REGISTRATION CHECKLIST

To Read (pages 8-13)

- ☐ BRISTOL ACADEMY FAMILY AGREEMENT: **REGISTRATION FOR ANY CLASS IMPLIES CONSENT TO ALL TERMS OF THE AGREEMENT**

To Do via Email

- ☐ Send one email per student you are registering, page 2

To Do on Paper

- ☐ CLASS REGISTRATION, page 3
- ☐ CLASS COST CALCULATIONS, page 4
- ☐ PHOTO RELEASE AUTHORIZATION, page 5
- ☐ TWO LIABILITY WAIVERS: FOR THE CHURCH AND FOR OUR INSURANCE COMPANY

Checks to Write (Cash is also OK) See page 4 to calculate amounts.

- ☐ One check/cash per teacher for class fees (two checks for Musical Theatre)
 - Each check payable to the class teacher
- ☐ One check/cash to Bristol Academy
 - Payable to Bristol Academy
- ☐ One check/cash donation for use of our classroom
 - Payable to First Christian Church

Submit Your Checks & Paperwork, by doing one or the other:

- ☐ **Come to Registration in Person with checks and paperwork**
 - 10:30—12:30 at Bristol Skateway, Wed. January 3
 - 210 K-Mart Dr Bristol TN, \$3 entry fee if you mention us

OR

- ☐ Mail your checks and paperwork (mail p. 3-7)
 - Bristol Academy, c/o First Christian Church,
311 Spencer St. Bristol VA 24201
 - Email leaders@bristolacademy.org to tell us you mailed it.

EMAIL REGISTRATION

Send a separate email for EACH student you are registering.

Do **not** send this email from your student's email account.

Send this email from the parent/guardian's email account.

Fill out the To, CC, and Subject like this:

From: << Parent email address >>

To: leaders@bristolacademy.org

Cc: << The email address of the student you are registering with this particular email >>

Subj: Registering << First & last name of the student you are registering >>

Then, copy/paste the below into the body of your email. When you see phrases set apart with chevrons, delete and replace those phrases with the information indicated.

I am writing to register << student name >> for the following classes:

<< name of class >>

<< name of class >>

etc. (list each class this student will be taking).

I am this student's << give your relationship: mother, father, guardian >>

Here are two people who could be contacted regarding this student in the case of an emergency:

<< name of person #1 >> << person #1's cell phone number >>

<< name of person #2 >> << person #2's cell phone number >>

(Note: you will probably be person #1. Person #2 could be your spouse, or a friend who also has students in Bristol Academy, or anyone whom you know and trust.)

Here is our snail-mail address:

<< put your full mailing address here >>

This student << does / does not >> have medical conditions of which teachers should be aware

<< If you answered "does," then list medical conditions here. >>

Frequently Asked Questions

What if my student does not have an email account just for him? Can he share mine?

If your student does not yet have an email account, now is the time to get one for him. Teachers will include parents in all email correspondence, but your student needs his own email.

Why is this required?

This saves time for the busy volunteers who help run our group, increases the accuracy of our registration process, and enables us to easily create an email list for each class.

COURSE LIST FOR FAMILY _____ (YOUR FAMILY'S LAST NAME)

For each sibling, write the first name above the block and put an X next to the courses for that student.

Classes for teenager

Student #1

X	Course Name	Instructor	Time
	Biology	Dr. Fred Harkleroad	Tuesday 10:00—11:30
	Constitutional Law	Isha Youhas	Tuesday 12:00—1:30
	Musical Theatre II	Hannah Stam/Emily McCraw	Tuesday 1:30—3:30
	Drawing	Ronald Bayens	Thursday 8:30—10:00
	Who Done It? (HS English)	Karen Butterworth	Thursday 10:00—11:30
	Economics	Tim Meredith	Thursday 12:00—1:30
	American Cooking	Bryan Arnold	Thursday 1:30—3:00

Classes for teenager

Student #2 (sibling of others on this page)

X	Course Name	Instructor	Time
	Biology	Dr. Fred Harkleroad	Tuesday 10:00—11:30
	Constitutional Law	Isha Youhas	Tuesday 12:00—1:30
	Musical Theatre II	Hannah Stam/Emily McCraw	Tuesday 1:30—3:30
	Drawing	Ronald Bayens	Thursday 8:30—10:00
	Who Done It? (HS English)	Karen Butterworth	Thursday 10:00—11:30
	Economics	Tim Meredith	Thursday 12:00—1:30
	American Cooking	Bryan Arnold	Thursday 1:30—3:00

Classes for teenager

Student #3 (sibling of others on this page)

X	Course Name	Instructor	Time
	Biology	Dr. Fred Harkleroad	Tuesday 10:00—11:30
	Constitutional Law	Isha Youhas	Tuesday 12:00—1:30
	Musical Theatre II	Hannah Stam/Emily McCraw	Tuesday 1:30—3:30
	Drawing	Ronald Bayens	Thursday 8:30—10:00
	Who Done It? (HS English)	Karen Butterworth	Thursday 10:00—11:30
	Economics	Tim Meredith	Thursday 12:00—1:30
	American Cooking	Bryan Arnold	Thursday 1:30—3:00

COST CALCULATIONS

		What You Owe ¹	Write Check To:
Biology	\$130 one student; \$234 two siblings		Fred Harkleroad
Constitutional Law	\$125 per student for full class; \$50 per student/adult to audit		Isha Youhas
Musical Theatre	\$90 to Emily McCraw per student \$90 to Hannah Stam per student		Emily McCraw Hannah Stam
Drawing	\$175 per student		Ronald Bayens
Who Done It?	\$140 per student		Karen Butterworth
Economics	\$125 per student		Tim Meredith
American Cooking	\$255* per student *Course fee includes cost of weekly food.		Bryan Arnold
Fee to Bristol Academy ²	\$50 per student; \$100 for 2 students; \$120 students		Bristol Academy
Minimum donation to First Christian Church ³	\$10 per class OR \$25 per student OR \$55 per family		First Christian Church

(1) Your Family's Costs:

Calculate and write the amount that you owe in the third column. Leave blank the rows for classes your kids are not taking.

Sibling discounts (not applicable to all classes) are listed in the second column.

Everyone will write something for the bottom two rows. Scholarships are available based on financial need. Email scholarships@bristolacademy.org for more information. Last day to apply for scholarships is 30 days prior to the first day of classes.

(2) Fee to Bristol Academy:

\$50 per student. No sibling discount for two students; \$120 for 3 or more siblings.

Our biggest expense is liability insurance coverage which the church requires us to hold (whatever insurance your family has cannot replace the need for us to buy this policy). We invest in some class sets of textbooks, to save students the cost of purchasing those texts. We provide whiteboard markers and other needed classroom supplies.

You will not have to pay this in the spring; this is an annual fee.

(3) Minimum Donation to First Christian Church:

\$10 per class, or \$25 per student, or \$55 per family.

Whichever calculation method (per student or per family) yields the lowest total for your family is your minimum obligation. You are always welcome to donate more than this requirement. We could not afford to meet at First Christian Church if they charged us a fair market value for using this space.

PHOTO RELEASE AUTHORIZATION

I, _____, give permission for photographs of my child(ren),
(parent name)

_____, to be published on the
(names of students)

Bristol Academy website, (www.bristolacademy.org) or in other materials, to promote Bristol Academy. **I understand that no names of children will be published with the photos.**

Parent Signature: _____ Date: _____

REMINDER TO SEND US AN EMAIL

Email is the primary way we communicate with our students and families.

The best way to verify we have your email spelled correctly is for you to send us an email!

Check one:

- I already emailed you, according to the directions on page 2.
- I will do that later today; meanwhile, here is:
 - My email address _____
 - My phone number _____

YOUTH WAIVER AND RELEASE OF LIABILITY

In consideration of being allowed to participate in any way in Bristol Academy related events and activities, the undersigned:

1. Agree that the parent(s) and/or legal guardian(s) of the participant should inspect the facilities and equipment to be used, and if the parent or guardian believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue Bristol Academy, its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors or premises used to conduct the event, all of which are hereinafter referred to as "releases," from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.

Name of Member/Participant (print)_____

Name of Member/Participant (print)_____

Name of Member/Participant (print)_____

Name of Parent/Guardian (print)_____

Parent/Guardian Relationship (print)_____

Signature of Parent/Guardian_____

Address of Member/Participant_____

Telephone Number of Parent or Guardian_____

HOLD HARMLESS AGREEMENT

Between First Christian Church of Bristol, Virginia
and
Bristol Academy for Home Educating Families

This Hold Harmless and Indemnification Agreement ('Agreement') is entered into by and between Bristol Academy for Home Educating Families and the below signed Parents of students ("Promisor") and First Christian Church of Bristol ("Promisee").

Promisor desires to use Promisee's premises and building, located at 311 Spencer Street, Bristol, Virginia for educational activities at times as mutually agreed upon between the parties. The intent of this Agreement is to indemnify Promisee from any claims arising from and related to Promisor's use of these premises.

Whereupon, for good and valuable consideration, the receipt of which is hereby acknowledged, Promisor and Promisee agree as follows:

Promisor will indemnify and hold harmless Promisee from any and all claims, actions and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to Promisor's use of the above-mentioned premises. Promisor's actions include the acts of Promisor's agents and employees.

This Agreement shall remain in effect until the student withdraws participation from activities conducted by the Bristol Academy for Home Educating Families at First Christian Church of Bristol.

Name of Student

Name of Student

Name of Student

Name of Parent(s) of Above Students

Signature of Parent(s)

Date

Bristol Academy for Home Educating Families

Date

First Christian Church of Bristol

Date

2023–2024 Bristol Academy Family Participation Agreement

Submission of registration for classes signifies full concurrence on the part of the parents and students with this Family Agreement

Vision Statement for Bristol Academy

The mission of Bristol Academy is to enrich and support the God-given responsibility and authority of parents to educate their children at home by providing opportunities for academic, social, and spiritual growth.

Guiding Principles

1. ***These classes do not constitute a school.*** All Bristol Academy classes are designed to be a partnership among the parents, student, instructor, and Bristol Academy leadership. These relationships can be further strengthened through discipleship.
2. Character development is our primary concern, no matter what class the student is in, because character is crucial for effective service to God.
3. Biblical principles are the standard by which all issues are measured and dealt with.

• What you can expect from the Instructor

Each class will have an instructor who is educated in and passionate about their subject material and teaches and evaluates unapologetically from a Biblical worldview. Instructors will provide families with a complete and clear picture of what to expect from a given course so they can make informed decisions concerning registration prior to the opening of classes. In general, this will include most or all of the following: (i) a scope-and-sequence outline, (ii) reading list, (iii) required materials, (iv) deadline standards, (v) grading standards, (vi) anticipated weekly workload, (vii) quiz and exam frequency, (viii) essay requirements, (ix) expected parental involvement in grading assignments, and (x) whether the course is a core or elective class. Instructors teaching core classes will provide an end of semester grade to enable parents to produce a transcript for the course.

• What we expect from the Student

This is NOT a self-paced program. The student will be expected to attend all classes, meet assignment deadlines, participate actively and respectfully in class discussions, and perform to a satisfactory level on quizzes, tests, and assignments. Being properly prepared for class is an important part of the training necessary for future success in college, career, and/or home management. The student will be expected to come prepared with texts, completed assignments, and required supplies necessary to fully participate in class. In the event of a planned absence, the instructor must be notified ***by the parent*** as far in advance as possible as assignments will need to be completed in advance of the absence. Grace will be extended for missed classes in circumstances beyond the family's control, but submitting missed assignments in a timely manner will still be required. Students must perform all evaluated work individually, and unless other directions are explicitly given, must take all exams without referring to a textbook, notes, or other materials or people. We assume that all work submitted by students is their own original work, except for portions they explicitly attribute to another source. We consider any other submission to be plagiarism or cheating.

- **What we expect from the Parent(s)**

Regardless of the method of education chosen, the ultimate responsibility for the education of the child remains with the parent. The purpose of Bristol Academy is not to replace parents, but to come alongside and assist parents in this monumental task. We expect that the parents will be involved in monitoring their student's progress, including deadline management. We expect that parents will provide sufficient oversight to ensure their students conduct themselves honorably and adhere to all Bristol Academy policies. If a behavioral issue arises, parents will be expected to partner with the instructor and leadership to deal with the situation promptly, courteously, and thoroughly. Depending on the course, parents may be required to assist the instructor as a proctor, grade and/or return to the instructor various daily assignments, quizzes, and tests throughout the school year. The specific parental role required for each course will vary. Information specific to each course is available in the course description and directly from the instructor prior to registration.

General Family Policies

Email Access

Email is the primary means we have for continued communication among parents, instructors, and leadership. Both parents and students must maintain a current email address with Bristol Academy and check it regularly. The email address should be configured to display the sender's first and last name when it appears in someone's inbox.

Tardy Student Policy

It is a sign of respect and regard for others that students arrive for class on time. A student is tardy when he/she arrives after the classroom door has been locked and the class has begun. Students habitually arriving late for class are a significant disruption.

Dropping Off and Picking Up Students

To provide a safer and more secure environment for students, the main classroom doors will be locked at all times. Someone will be stationed by the doors just before class starts to open the door for all students as they enter. Tardy students must knock on the door.

Inclement Weather

In the case of inclement weather, leadership will send out a program-wide cancellation or delayed opening announcement via email by 7 AM of the affected day. Instructors teaching core classes will move their classes online in the event of a cancellation, and many elective classes will also do so. Instructors will communicate in their class policies at the start of the semester how this will be accomplished. **Please assess your own ability to travel to and from Bristol Academy and make the best decision for your family.**

Classroom Behavior & Discipline

The Bible is our standard for truth, so we require in our classes that all ideas be subject to assessment by this standard. While we do not require students to agree with this standard in their own hearts, those who cannot operate within this framework while in the context of one of our classes should not be in the class.

Through many of our classes, we teach not only specific truths, but we also teach students how to think critically and discern truth. We want to be a place where students learn to interact wisely with ideas that may

not agree with what they already believe or have been taught, and to filter everything through God's truth. We believe that truth is in many ways its own defense against error since truth drives out error. Accordingly, we are willing to carefully interact in class with ideas that challenge God's truth, so that we may ultimately reinforce God's truth for our students. Since we assume the Bible to define truth, our standard for interacting with any ideas is the Bible, with due recognition that our limited understanding of some truths admit a range of acceptable Biblical views. However, other beliefs are non-negotiable such as the reality that God created only two genders—male and female (Genesis 1:27). Therefore, we will address students according to their biological sex (e.g., any student with a Y chromosome will be considered male).

Bristol Academy follows the principles found in Matthew 18:15-17 in dealing with conflict at any level. Examples of unacceptable classroom behavior include but are not limited to: Talking back to the instructor or showing any sort of disrespect to the instructor or fellow student, using vulgar language, bothering another student either through physical touch or verbal communication, or talking out of turn in class. A student who is caught in any of these misbehaviors will be admonished, but usually allowed to remain in class. Misbehavior in the classroom or study hall cannot be ignored or overlooked. If misbehaviors cannot be corrected through verbal admonishment or there is a particularly egregious misbehavior, Bristol Academy leadership will assess the situation and decide on an appropriate course of action. Next steps may include discussions with the parent, requiring the parent to attend with the student for the remainder of the semester, removal from the class, or expulsion from Bristol Academy.

A student who comes to class unprepared can be a disruption as much as one who engages in physical misbehavior. Coming unprepared includes not having assigned homework completed or not having the required supplies.

Respect for the Facility

We are guests of First Christian Church. Students are to be respectful of all church property and equipment. Students will be held accountable for any misuse of First Christian Church property.

Cell Phones

Except in the event of an emergency, students are prohibited from using cell phones at Bristol Academy (including study hall and restrooms). Students must place their cell phones in the designated location upon entering the classroom or study hall. Cell phones must be turned off or silenced while in the designated location.

Study Hall

There will be a Study Hall offered for student use. Study Hall is a revocable privilege, not a right. Students are required to come prepared for study hall just as if it were a class. **Parents are required to ensure that their children come prepared to use study hall for its intended purpose.** *Students may not spend more than two consecutive class periods (which includes the lunch period) in Study Hall without the prior consent of the Leadership.*

With the exception of chess (played according to “silent rule”), no games or hand-held electronic games are permitted in Study Hall. Laptops may be used for schoolwork only. An audio device may also be used in study hall provided the student wears headphones and the music is not audible by others in the room. The content of the audio device is the responsibility of the parent and will not be policed by the study hall monitor.

We recognize that internet access may be needed by students while they are in Study Hall. Any student needing to access the internet for research, to take an online class, or to submit a paper must have a Student Network Use Agreement signed in advance by a parent and the student.

Food and Lunch

Food and snacks should only be consumed during the 11:30 AM to 12:00 PM time in the main classroom or kitchen, with the exception of cooking class and special events. Water bottles are also allowed during class, but no other drinks or snacks should be consumed during class time.

Outside Areas

No unsupervised students are permitted outside the First Christian Church building without express permission from Leadership or an Instructor. Students must also stay off the roof of the main classroom.

Visitors

Parents are always welcome to silently observe classes.

Principles of Community Conduct

Students and parents are expected to show respect and consideration for leadership, instructors, and one another. Parents should instruct students to seek out the help of an Instructor or Leadership if help is needed in resolving a problem.

The student will be self-governed by:

1. Being respectful, obedient, and cooperative.
2. Remaining seated and quiet.
3. Waiting to be recognized before speaking.

The student will be responsible for:

1. Doing his/her best in all he/she is asked to do.
2. Paying close attention in class.
3. Following directions.
4. Completing assignments neatly and on time.
5. Being prepared for class with necessary supplies, such as notebook, pen, and paper.
6. Taking the responsibility to ask instructors about make-up work when absent.

The student will demonstrate respect for others by:

1. Being polite, respectful, and considerate toward all adults and fellow students.
2. Caring for their own property and that of classmates and First Christian Church.
3. Following the pattern of Matthew 18:15-17 when problems arise concerning another person.

The student will accept responsibility for his/her actions by:

1. Being honest and truthful at all times.
2. Not lying, cheating, or plagiarizing others' work.

3. Asking for forgiveness and making restitution when necessary.

Modesty standards vary, even among conservative Christians. To honor one another in diversity, we will apply a conservative group standard, to minimize the likelihood of anyone being tempted or feeling awkward. The student will dress in a neat and modest fashion. Our general approach will be for the student to remain covered from shortly above the knee to at least above the chest. Tops must be modest. Outer shirts should cover the shoulders, and outer clothing should not be overly tight or form-fitting and should cover all undergarments (e.g., boxers are not considered a fashion accessory.) Any extremes of dress, hairstyle and makeup are not appropriate including overtly dressing in clothing to identify oneself other than the genetic sex at birth.

While we respect each family's values regarding romantic relationships, we ask, however, that while in any Bristol Academy context, either during the academic day or in Bristol Academy extracurricular events, students must agree to behave towards one another as "singles," regardless of their relationships outside Bristol Academy. To minimize distraction and potential temptations, as well as avoid the possible perception of impropriety, no student in a Bristol Academy context (including the academic day or extracurricular events) may be in the exclusive company of anyone of the opposite sex or in physical contact with anyone of the opposite sex or those attracted to the same sex at any time. This includes, but is not limited to, private discussions out of public view. It also includes physical contact such as back rubs, holding hands, extended hugs, head on shoulders or laps, or any other sustained contact. Again, this is not a judgment of personal or family values or an attempt to define personal morality, but rather an effort to honor others in a diverse group with a shared purpose.

In addition, we will strictly enforce a bathroom policy where only individuals of their genetic gender at birth will use that assigned bathroom. Simply stated, anyone with a Y chromosome will use only the men's bathroom and anyone without a Y chromosome will use only the women's bathroom.

Registration and Payment Information

Payment of Tuition and Fees

- Tuition amounts are set by each instructor and are payable directly to the Instructor prior to the start of each semester.

There are two extra fees due prior to the start of each semester:

- A donation in a check payable to **First Christian Church**. This fee is **per semester:**
 - \$10 for a student registering for one class
 - \$20 for a student registering for two classes
 - \$25 for a student registering for three or more classes
 - \$55 for a family with more than two siblings enrolled

Whichever calculation method (per student or per family) yields the lowest total for your family is your minimum obligation. You are welcome to give more than this to the church, in gratitude for their generosity in sharing their building with us.

- A fee to **Bristol Academy**, per student **per year**, in a check payable to Bristol Academy.
 - \$50 per year for one student
 - \$100 per year for two siblings
 - \$120 per year for three or more siblings

Scholarships are available based on financial need. Please contact scholarships@bristolacademy.org for more information.

Dropping a Class

We consider a family's registration request to be a well-intentioned commitment to continued enrollment and payment of all fees associated with it. We assume that families will not request a class they are likely to drop later. We understand that circumstances arise necessitating a withdrawal. We want to reasonably accommodate that need.

1. We provide a **grace period until two weeks prior to the start of each semester** during which a family may, without charge, drop a course. Please contact leaders@bristolacademy.org to drop a class and receive a full refund.
2. **Between two weeks prior to each semester and the first day of class**, families must notify leadership at leaders@bristolacademy.org in order to drop a course. A \$20 administrative fee will be assessed per class withdrawal.
3. All tuition and fees must be paid prior to the first day of class for each semester. **Any withdrawals after that time** must include pertinent information regarding the reason for the withdrawal so appropriate determination can be made regarding possible refunds.

Submission of registration for classes signifies full concurrence on the part of the parents and students with this Family Agreement