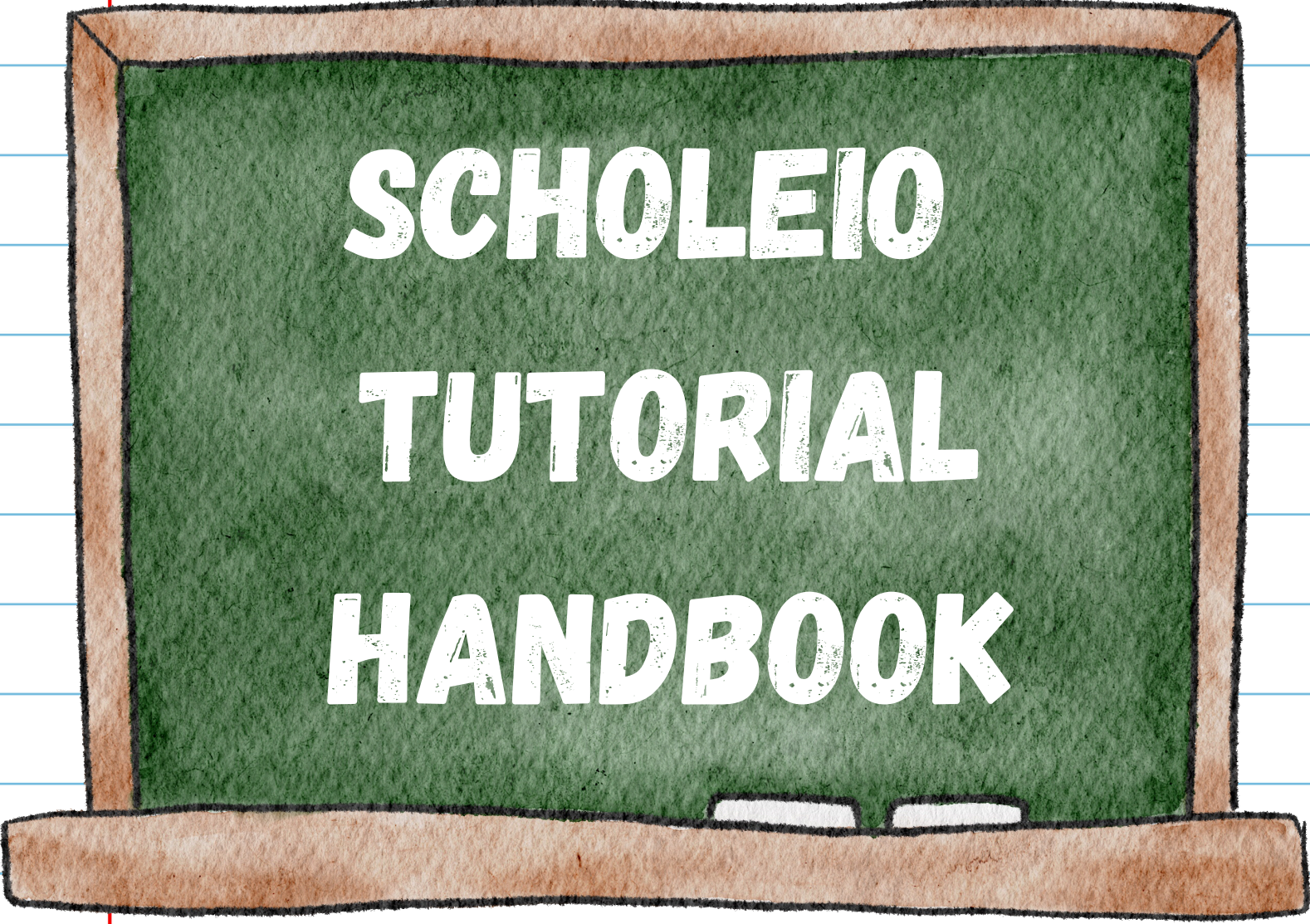




SCHOLEIO TUTORIAL HANDBOOK

2025-2026

Scholeio

Welcome!

We are so excited that you have decided to spend the upcoming school year with us! Scholeio is a drop off tutorial held on Mondays for enrichment classes and Wednesdays for core classes.

Each day consists of levels for students based on grade.

Our heart is to reflect the meaning of our name, “schoolhouse” and create a welcoming homeschool community. We want to provide a supplemental classroom experience for your homeschooled child with other classmates to offer encouragement, support, and peer accountability.

In this handbook, we have laid some guidelines down so we can all operate in freedom within these boundaries and therefore love our neighbor well.

Please take the time to read through the guidelines in this handbook and come to us with any questions or clarification. You can reach the administration by email at ScholeioTutorial@gmail.com.

Jacquie Evans – Director

Melissa Cameron – Assistant Director

Rozi Aills – Administrative Assistant

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Purpose

Scholeio is a tutorial, which is to be distinguished from an individual homeschool or co-op. Here is a comparison of some of the aspects of the different educational structures.

	Homeschool	Co-Op	Tutorial (Scholeio)
Instruction	Parent's sole responsibility	Shared by parents within the community	Conducted by chosen teacher
Curriculum	Determined solely by parent	Collectively agreed upon by parents of community	Chosen by teacher, approved by the director
Class Structure	Flexible to needs of individual family	Usually agreed upon by all parents based upon community need	Predetermined by the director

Since Scholeio is a tutorial, the instruction, curriculum, and teaching methods are determined by the directors and teachers. A class structure and curriculum are chosen based on its ability to serve a variety of family types and children.

The definition of a homeschool in Tennessee is, "A school conducted or directed by parents."

A parent chooses to use a tutorial because as the director of their child's education, they believe that it would be to their child's benefit for some subjects to be conducted by someone else. "Teacher" is the title we use at Scholeio but only on class day. Parents are their student's primary teacher/instructor partnering with Scholeio and the curriculum/expectations laid out in each class.

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Volunteer Requirements

Each **mom** will be expected to volunteer throughout the year. The requirement for this is once a semester (two times per school year, or four times per school year if enrolled in Monday and Wednesday classes). ***Families enrolled only in our high-school program are exempt from volunteer responsibilities .** Dates will be assigned and given out at Parent Orientation. It is our goal to keep this to a limited amount of times so that each family can fully utilize the “drop off” portion of the tutorial. For those that are unable to fulfill this commitment, a buy out option is available and is explained further in the enrollment packet contracts.

- Volunteers arrive at 8:30 to receive explanation of daily responsibilities and leaving time is 3:00 to assist with clean up (12:30 for Monday classes). If these times do not work for your family, the buy out option is available.
- Some examples of duties during your volunteer shift would be, filling in for the teacher in the classroom while the teacher uses the bathroom or needs to leave for any reason, helping to set up and break down before and after the school day, helping clean up after the school day (estimated at no longer than 30 minutes after class lets out), be an extra set of hands for projects or experiments when needed, etc. More specific information will be given at the Parent Orientation.
- If you are unable to line up a replacement, due to either lack of availability or unexpected illness, you will be expected to pay the buy out amount so that someone can be hired to cover your assignment.
- It is our policy to have mom volunteer because they are generally helping with our Levels K and 1 and that can involve bathroom help from time to time. We comply with the church's ministry policy when it comes to those situations and it is the best way for us to align with that policy out of respect for the church.

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Pick-up & Drop-off Guidelines

Pick up and drop off times

- Scholeio is a drop off tutorial.
- Parents are asked to respect drop off and pick up times.

Wednesdays:

- Drop off is no earlier than 8:40 am and pickup is no later than 2:35 pm. Class will begin promptly at 9:00 am, at which time all doors will be locked. Students should be in class with books out by that time.
- Class ends at 2:30pm. Pick up is required by 2:35 pm. A fee of \$1 per minute will be charged for any students remaining after 2:45 pm.

Mondays:

- Drop off is no earlier than 8:40 am and pickup is no later than 12:05 pm. Class will begin promptly at 9:00 am, at which time all doors will be locked. Students should be in class with books out by that time.
- Class ends at 12:00pm. Pick up is required by 12:05pm. A fee of \$1 per minute will be charged for any students remaining after 12:10 pm.

Student Drivers

- Students driving themselves to and from Scholeio will have specific guidelines for safety and accountability. Upon arrival at Scholeio, they must check in with the assigned teachers at the front, where drop off line is taking place. If they are attending for afternoon only, they will check in with the Director at the front desk.
- Students will not be allowed to leave campus until class is completed and dismissed by the teacher.
- Students will need to check out with the director or administrator and sign their initial to leave. The time of departure will be logged.

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Facility & Safety

Facility/Property

- Destruction of any property will not be tolerated. This includes (but is not limited to) any property belonging to the church, Scholeio, Scholeio staff, and other students.
- During the time Scholeio is in session the gym, kitchen, and all offices are completely off limits to everyone unless instructed by a teacher or staff. This includes no access to the kitchen during lunch (including microwaves).

Safety

- Exterior doors will be locked during the hours of instruction. Please contact the director or teacher if you require entry after 9:00am.
- Children are expected to respect the facility and occupy only the approved spaces in the building (assigned classroom, café area, lobby, restrooms, and playground when appropriate).
- The kitchen, gym, unoccupied classrooms, and offices are all off limits at all times by students and parents unless given preauthorization, as previously stated.
- Students should keep all weapons of any type at home. Any weapons brought to school will be confiscated and can result in suspension or expulsion.

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Conflict Guidelines

Families are not automatically accepted but have applied and been chosen based on knowledge of similarity of worldviews. Because of this, we do not feel there is a desire to have a lengthy list of rules and regulations, but that parents and children would conduct themselves in a Christian manner set forth in these principles; always keeping in mind that homeschool families are diverse. Respect between families and children are a must.

Conflict guidelines:

- The Golden Rule, "Do unto others as you would have them do to you."
- While in class under the authority of the teachers, "Obey those that have the rule over you."

All conflicts will be resolved according to Matthew 18.

- (1) Talk to the parent the issue is with directly first (direct issues or issues between children). If necessary, bring in the help of mediator (teacher, other parents, etc.)
- (2) Bring to the attention of the directors and teachers.

If these policies are not followed, and gossip is chosen over conflict resolution, the family may be dismissed at the discretion of the directors with no refund.

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Classwork & Homework Expectations

- Our teachers provide a 28-week lesson plan (32 for high-school) that is the backbone of each course. Objective work (daily homework) is checked at home under the supervision of the parents. This requires that parents purchase student texts. Work completion will also be checked in class and will sometimes be graded depending on the class.
- We expect parents to provide engagement with and guidance for their students. The goal is to develop independent learners capable of owning their own work. Parents must remain involved in their student's education. Scholeio does not replace parental assistance with proctoring and monitoring that all work is completed and passing grades are obtained. Parents are expected to regularly check their student's grades, test scores, and monitor that work is turned in on time.
- It is the parents' responsibility to contact the teacher if there is concern about their student's grade.
- While we want parents to have ultimate control of their students' academics, students may not be excused from assignments and tests, unless extenuating circumstances have been discussed with the teacher prior to the due dates.

Absences

- Concerning absences, failure to complete assignments, and individual disciplinary matters, these will be settled on a case by case basis determined by reasonable circumstances (sickness, death in family, private family matters, etc.).
- We ask that to the extent you are able, absences are limited to no more than 2 per semester. The staff of Scholeio are dedicated to providing quality instruction for students and have chosen curriculums based on the knowledge that students will have instruction once a week. When multiple absences occur, it can cause not only frustration for the student and parent, but can cause additional work for the teacher. Missed assignments will be counted as a zero.
- Please alert the directors when you know your child(ren) will be absent. Assigned weekly work is expected to be completed. If specific issues arise, communicate with your child's teacher.

Grades & Academic Review

- Grades will be given for all levels (Level K will receive quarterly assessments). Quarterly grades will be issued to parents via emailed or printed. Individual class expectations and grading scales will be given at the mandatory parent orientation.
- If a student scores below a 70% in a class they will be placed under academic review. Any student failing a semester or two quarters may be dropped from the class with no refund given. Any student under academic review at the end of the year will be wait-listed at registration for classes in the following year.

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Classroom Conduct & Disciplinary Actions

- The classroom expectation will be determined and communicated by the teacher. Common expectations of respect are required for teachers and fellow students. Each classroom may have different expectations based on subject and teacher. Classroom disruption will not be allowed. A learning environment conducive to all learners must be maintained for success in the classroom. If necessary, the following steps will be followed if disruption occurs:
 - **First offense:** Teacher will speak to child respectfully in class to stop disruptive behavior.
 - **Second offense:** Private conversation will be had with student to help them understand the need for order in the classroom.
 - **Third offense:** Discussion will be had with parent, student, and teacher to discuss behavior.
 - **Fourth offense:** Discussion will be had with parent, student, teacher, and Director about the situation. At this point disciplinary actions will be discussed.
- If disruption continues to occur, teacher may make request for dismissal of student from class temporarily or for the rest of the semester. If a student is removed from a class, the parent bears responsibility for the care of the child during that class time.
- If at any time, a student is asked to leave Scholeio for a semester or the duration of the school year due to disciplinary matters, a refund will not be given in any capacity.

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Classroom Policies

Cell Phone/Smart Watch Policy

- **Levels K through 4 policy:** Students should keep phones and electronic devices at home, this includes smart watches. If one is brought to school, it will be collected by the teacher or director and returned at the end of the school day. For any emergencies or necessary communications, contact any teacher(s) with a text or call. The director and assistant director's numbers are given at orientation or by request.
- **High-school level policy:** Cell phone and electronic devices will be turned in at the beginning of class to the "phone basket". Students will be allowed to retrieve them at the end of the class (note, they are not to be accessed during lunch). This policy is in place because they are often a distraction to the learning environment and relationships we are trying to foster. Additionally, it's to protect our students from viewing things that the student (or their parents) may not want to view, as we can't police what is being shown. In an emergency situation parents will need to send the teacher or director a text and the teacher will give the student permission to call their parent.
- **High-school level policy Smart watches:** if a student cannot leave this at home, they must silence it during the day. If a student is continually checking their watches during the school day, they will be asked to take it off and give it to the teacher.

Plagiarism & AI Policy

- Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. This may look several different ways. It is commonly thought of only in terms of the written word but also pertains to ideas, concepts, art, photography. It is theft and is deceitful.
- Paper writing services using technology or any type of AI is plagiarism and will be granted a zero. Repeat occurrences of plagiarism or cheating may result in expulsion.

Dress Code

- Scholeio tutorial has a dress code of wearing either a school t-shirt or school sweatshirt. Modesty is behavior, manner, or appearance intended to avoid impropriety or indecency. With this definition as our guideline please wear bottoms that are not too tight or too short. A guide to go by is the length of shorts or skirts should be as long as the students fingertips when the arm is straight down.
- Young men are allowed to wear jeans, khakis, athletic pants, or shorts with a tutorial shirt. Young ladies are allowed to wear jeans, casual pants, shorts, and skirts with a tutorial shirt. If wearing leggings, the student's top should cover their bottom. Pajama pants are not allowed as part of tutorial dress code.

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Graduation Requirements

Any senior enrolled in a class at Scholeio is eligible to participate in graduation.

Requirements:

- Students are responsible for passing their Scholeio classes.
- All classes taken senior year must be passed with at least a 70% average. Any student below a 70% in any given class will not be allowed to walk the stage at graduation. No exceptions.
- Scholeio requires that you be cleared to receive a school diploma, issued from your umbrella school. All graduation benchmarks should be met.
- You must supply us the name of your umbrella school by April 15th so we can confirm that everything is on track for graduation. Or, if sufficient credits have already been earned, present your diploma as proof.

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Inclement Weather/Sickness Policy

- Ultimately, all closings are at the discretion of the director and staff. It is our goal to have class when possible and try to avoid canceling classes.
- Scholeio does not close automatically when Maury County closes.
- For weather closings, if our teachers can attend, we plan to have class.
- The director and staff will use their best judgment for closings based on illness.
- If for some reason Scholeio must cancel classes for weather/sickness, teachers will send home assignments to be completed to stay on track for the school year.
- Parents will be notified of any closings or changes in schedule through our private facebook group as well email.