

Encounter



Education in Missions



Bring the Message ... to the Harvest!

ENCOUNTER ACADEMY HANDBOOK

Encounter Academy Handbook

Revised November 2021

Table of Contents

Section 1: Meet Encounter Academy	3
Section 2: Admissions & Registration	4
Section 3: Build a Schedule	5
Section 4: Individualized Education Blocks	6
Section 5: Group Classes	8
Section 6: Choose a Curriculum	9
Section 7: Teaching Students with Exceptionalities	12
Section 8: Enrichment Activities	13
Section 9: Grading, Graduation, & Transcripts	15
Section 11: Health & Safety	18
Section 12: Campus Life	20
Appendix A: Encounter Community Contract	
Appendix B: Honor Code	
Appendix C: Rules for Students	
Appendix D: Dress Code	
Appendix E: Statement of Faith	
Appendix F: Safeguarding Policy	
Appendix G: High School Diploma Completion Plans	
Appendix H: Intent to Graduate Form	
Appendix I: Senior High School Student Evaluation Form	
Appendix J: Feedback Forms	
Appendix K: Evaluation of Encounter Academy	
Appendix L: Back-To-School Supply List	
Appendix M: Current School Year Calendar, Schedules, Activities, & Information	

Meet Encounter Academy

Section 1

Our Mission

We exist to bring discipleship opportunities to cross-cultural ministry workers and their families on the field, so they may in turn make disciples of Jesus Christ from all nations.

Our Ministry

We seek to provide opportunities that meet the unique needs of cross-cultural ministry workers while encouraging members to also be involved in the local community and local church.

Our Values

1. Community Members are actively engaged in their own discipleship process as well as the growth and development of their children.
2. Students are held to high expectations in order to create a safe, healthy community and encourage growth and maturity.
3. Community members help create a healthy community by honoring the boundaries of the organization and each other.
4. Knowing our love for each other to be our greatest testimony, community members embrace the challenge of learning what it means to be loved and to love others well.

Admissions & Registration

Section 2

REGISTRATION PROCESS

There is a yearly registration form and fee that should be taken care of in the first quarter in which a student enrolls in the year.



The quarterly registration form is similar to an order form. Each quarter families decide which courses, activities, classes, services, and meals that they would like to “order” for the quarter.

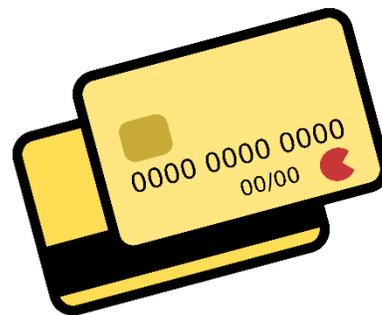
We highly recommend that families registering for the first time complete the process with the assistance of Encounter Academy personnel. We can also provide testing to help determine the correct course placement for each student.

TUITION & FEES

Once a registration is received, the Encounter Academy office will place the student in the requested classes, courses, and activities if there is space available. The family will then be given an overview of the registration results along with the total cost for the quarter. The full payment is due before the start of classes on the first day of the quarter. Please talk with the Encounter Academy Coordinator to request a payment extension if needed.

All fees can be paid at <https://www.encountereim.com/donate> with a debit or credit card or a Pay Pal account. We do not accept checks or cash at the Encounter Academy Learning Center. If a student fails to attend or participate for any reason, no part of the quarter’s tuition payment can be refunded.

All Encounter Academy families from the administrator down pay the same fees for participation. While we do not offer tuition discounts, we highly encourage parents struggling to pay tuition to talk with the Encounter Academy Coordinator.



HOLDING SPACES

At times, spaces at Encounter Academy may be limited. Encounter Academy will hold space for a current student that leaves Encounter Academy for up to one year provided the parent requested the space be held and the absence is due to furlough, sabbatical, or medical leave.

Build a Schedule

Section 3

The ENCOUNTER ACADEMY LEARNING CENTER is open August through May. Each day is broken into blocks. Various learning options are available throughout the week. See current schedule for specific days, times, and course offerings.

Step 1 Identify which learning group your student(s) should fall into.

Group Color	Group Name	Age Range	Min. Age requirement
Yellow	Scouts	5-9	5 by first day of quarter
Green	Explorers	9-12	9 by end date of quarter
Blue	Adventurers	12-15	12 by end date of quarter
Purple	Senior High School Students (Senior HS)	15-18	15 by end date of quarter
All Levels	Red indicates activities which members of all groups can sign up for. Modifications and alterations have been made to ensure the activity is appropriate for all age groups.		

Whatever curriculum a student is following and whatever grade numbers are on the covers of his books, when building a schedule of learning activities, Encounter Academy labels each student as a Scout, Explorer, Adventurer, or Senior High School Student. Students are assigned to these groups according to their age.

Step 2 Look at all the activities available by looking at “Encounter Academy’s Menu of Learning Activities.”

Step 3 Follow the colors and make your selections for each of your students.

Families register each quarter

(see the Academic Schedule for registration deadlines). If something doesn’t work for your student one quarter, you can rearrange the schedule for the next quarter. Quarters are eight weeks long, and there are four quarters each year.

Differentiated Instruction & Group Learning
Even if age is identical, students learn in different ways, at different speeds, and through different means. Despite this fact, there is also value in learning with a group of peers. Encounter Academy is designed to bring a balance between providing instruction right where a student is at as an individual and offering social learning experiences in group settings.

Individualized Education Blocks (IEB)

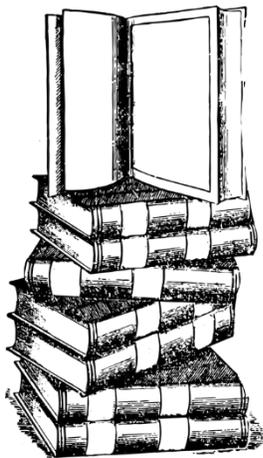
Section 4

Individualized Education Blocks are a time for students to work on independent assignments with the support of teachers. Students work in the Study Zone, a comfortable, quiet space with a variety of desks, tables, chairs, and nooks for students to settle into with their books. It is also an opportunity to work with specialized teachers one-on-one or in small groups as needed.

The Study Zone

IEB takes place in the Study Zone. The Study Zone is a number of rooms and outdoor patio spaces that flow together. It is arranged and decorated to make students feel as if they are in a welcoming home setting, a cozy book shop, or friendly library.

During IEB students settle into a desk space, sit with friends at a table, perch on a barstool, migrate to the patio, or sprawl out on the carpet. The tone of the Study Zone is quiet and serene. Teachers circulate the room answering questions and working with students as they face challenges in their



schoolwork. With permission students may confer with another student about their assignments or sign up for a time slot in the Group Study Area to work on a project or review before a big test with their classmates.

Because of the flexible nature of our scheduling, students are not assigned desks but cubbies for storing schoolbooks, supplies, and other items. Valuables can be kept securely in the office. High speed internet access is available throughout the Learning Center.

Skill Building

Whether enrolled in an Encounter Academy course, taking classes online, dual enrolled with a university, or following another curriculum plan, these blocks are opportunities for students to focus on learning and instruction as an individual. IEB grows a student's reading, writing, and independent study endurance. This time also gives students the opportunity to make individual decisions about the order in which to complete tasks. It teaches them responsibility and to use time wisely because whatever isn't finished during IEB ends up as homework.

The Variety of Learning Experiences

No two students are the same, therefore we at Encounter Academy believe in taking an individualistic approach to the education of young minds. Students and parents are involved in the process of choosing the courses they study and the order in which they complete tasks each day. There are also supplemental learning activities in the Study Zone for those who finish their assigned work early.

Individualized Education Blocks are also a great opportunity for students to meet individually, one-on-one, or in a small group setting with an Encounter Academy teacher or an outside teacher or specialist such as a speech therapist, counselor, tutor, or language instructor.

An Old Tradition & New Trend

IEB is a flipped classroom model, an educational practice being used widely across the United States because of the great results in student achievement. But it is also an education concept used in times long ago when one teacher was responsible for a group of students working at many different levels.

Educational Philosophy Snapshot



When testing students, often the goal is to discover a child's instructional level in a particular academic area. Independent level indicates a level in which the student has achieved mastery.

Frustration level indicates a level which is too far beyond a student's current skills. IEB is a time when students can work at that instructional level with the materials that fit the student.

Just-in-time learning means the moment in which the student is most ready to receive instruction. The teacher may have a beautifully crafted presentation, but if the student's mind is still thinking about next Saturday's camping trip the information will go right over his head. The most powerful example of just-in-time learning happens when a student comes to the teacher with a question. "I am not sure how to arrange my paragraph?" or "I don't remember the steps for solving this math problem." The student is thinking about the task, and is waiting expectantly for instruction. At Encounter Academy we seek to capitalize on these moments as much as possible by supplying teachers ready and willing to work out that problem, give guidance, or supply information. Those are magical moments of powerful teaching happening during IEB and throughout the school day.

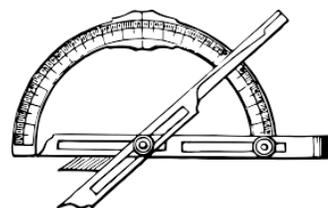
Group Classes

Section 5

Group classes give students a chance to participate in highly interactive social learning experiences to balance with time in the Study Zone.

Math & Literacy Classes

Encounter Academy offers three Math & Literacy Classes every school day, for Scouts (6-9), Explorers (9-12), and Adventurers (12-15). These classes are designed to supplement any curriculum, but the activities completed in these classes are required activities for



Educational Philosophy Snapshot

One research-based strategy embedded into our programs is Recall. One of the best ways to put information into the long-term memory is through the act of recalling the information. Because our Math & Literacy Classes cover a range of three grades, it is an opportunity to continually recall and apply information learned in the past. It is also a chance to be introduced to topics students will encounter in their textbooks a little later down the road. Learning with multiple grade levels gives students access to information long before it shows up in their own assignments.



students officially enrolled in

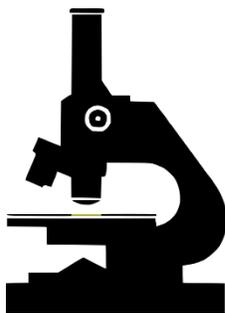
Encounter Academy Courses. (The same required activities can be completed at home if attendance is not possible.)

During these 70-minute classes, time is dedicated to language foundations, math, reading, writing, speaking, & listening activities. Teaching strategies include puppets, songs, games, crafts, challenges, projects, presentations, and more. Activities are designed to teach skills traditionally assigned to that age group. For some students the information may be brand new. For others it will be a review. The important thing is that all

are learning skills, content, and how to work with others.

STEM / Social Studies Classes

STEM/Social Studies class topics follow the Unit Studies courses schedule (See Unit Studies Courses in the Course Catalog). Like the Math & Literacy Classes, the activities in these classes enable students to receive the completion signature necessary for students officially enrolled in Unit Studies, meaning one less thing to do on their own. But students following other curriculum plans are also welcome to join in these hands-on, interactive classes.



Traditional Senior High School Classes

Encounter Academy offers a traditional high school class each day that results in high school credits. Participation during these class times is a required component of completing these courses for enrolled students. Students unable to participate in person, will join the group via video chat or a conference call. (See *Traditional High School Courses* in the *Curriculum Section* for more details.)

Fine Arts Classes

In these classes student ages 6 to 18 are invited to participate as the group explores and experiences a fine arts area. There are no additional assignments apart from participation in the class unless enrolling in the Fine Arts Course for high school credit. (See the *Encounter Academy Course Catalog* for more details.)

Research-Based Strategies

A great deal of research has been done on how the mind works and how learning takes place. Strategies that have been conclusively shown through research to increase learning are called Research-Based Teaching Strategies. Rather than leaving lesson plans up to every individual teacher, we work as a team to design courses and classes based on Research-Based Teaching Strategies and educational Best Practices.

Health & PE Classes

Health & PE Classes are for all ages. Students seeking high school credit will enroll in the complementary course and complete additional assignments. All others complete the learning tasks in the class. If a student participates in at least 75% of the Fine Arts Class or Health & PE Class in a quarter, the course will be added to his or her report card (ages 6-14) with a grade of P for Pass.

Choose A Curriculum

Section 6

OUTSIDE CURRICULUMS

Students do not have to enroll in Encounter Academy Courses to study at the Learning Center. There are many excellent curriculums and courses out there. If a student is using other curriculum, participating in classes can supplement the student's education, and IEB blocks provide students with time, space, and academic support to complete assignments. Just make sure the student always comes with the needed materials to study!

Dual Enrollment and Online AP Courses

Individualized Education Blocks (IEB) also provide a great opportunity for students to pursue dual enrollment and online AP courses earning college credits before high school graduation. The Encounter Academy Learning Center provides high speed internet in a quiet, focused environment where teachers are on hand to help students find answers and provide accountability.

ENCOUNTER ACADEMY COURSES

Language Foundations Courses

These courses provide the building blocks necessary to teach students the skill of forming ideas into words, sentences, and paragraphs correctly. (Ages 5-15)

Math Mastery Courses

Based on award-winning Math-U-See curriculum, Math Mastery Courses blend worktext assignments, video instruction, and group learning activities to form courses that allows the student to achieve mastery over a topic before moving to the next.

Unit Studies Courses

Designed for students ages 5-15, these courses follow a pattern of two-week units alternating between STEM and social studies topics. The social studies topics intentionally follow a chronological progression from Ancient Civilizations through the modern day. STEM topics are interwoven to correspond to social studies topics and allow students to see the story of mankind's struggle to understand and apply science and math in society.

The topics span a three-year rotation, allowing students to visit topics three times at different maturity levels during their educational journey. Different course levels are available allowing students to interact with reading materials in their instructional zone and complete assignments at an appropriate intensity level. Regardless of which course level a student enrolls, **SCOUTS**, **EXPLORERS**, and **ADVENTURERS** all study the same topic at the same time, allowing students to come together and share their learning. (See Unit Studies Topics below.)

COURSES FOR HIGH SCHOOL CREDIT

Traditional High School Courses

Senior High School Encounter Academy courses require both independent assignments submitted to the instructor and class attendance. *If students are unable to be in class in person, they will join the class through video chat or a conference call.*

<i>Year 1</i>	Geometry	American History	Biology	American Literature
<i>Year 2</i>	Algebra II	World History	Chemistry	English Literature
<i>Year 3</i>	Geometry	Government & Economics	Physics	Communications

Adventure, Experience, & Exploration Courses

Experience, Adventure, & Exploration Classes

At Encounter Academy, we believe in providing students with out-of-the-box learning opportunities. The following courses provide unique learning experiences for Adventures and Senior HS students.

Internship Experience Courses – requires volunteer hours at a non-profit organization or business

Travel Adventure Courses – requires travel to a different country or region

Student-Designed Exploration Courses– allows students to design a course based on a topic of interest

(See the *Encounter Academy Course Catalog* for more details.)

Fine Arts, Health, & PE

Students can earn the high school credits needed for graduation by enrolling and participating in the weekly Fine Arts Class and the Health & PE Class. (See Course Catalog for details.)

Awana Journey Handbook

One high school credit can be applied towards a student’s Bible or Elective requirements, if she completes an Awana Journey Handbook.

Foreign Language

Encounter Academy uses *Duolingo for Schools* to enable students to earn credits needed for graduation. (See Course Catalog for details.)

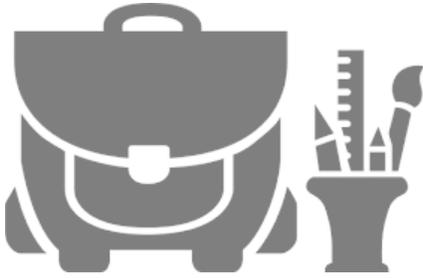
Spreading Wings

At Encounter, we believe that those last years of K-12 education should be a time to prepare for university or other after graduation education, explore career paths, pursue interests, and grow into mature young adults. While we offer traditional high school classes, we also offer courses that allow students to earn credit through more hands on and self-directed learning.

Teaching Students with Exceptionalities

Section 7

At Encounter Academy, we do not believe that most students fit well into a sequence of grade level boxes. Creating a program that could blend a highly individualized instructional program with group learning has been a predominant goal since the Academy's inception. We are an inclusive community that focuses on the progress and growth of each individual.



Differentiated Instruction

Encounter Academy Courses are designed in such a way that students are able to work at the most appropriate instructional level without being held back a grade or pushed ahead.

Students generally attend classes with their age group all the while completing different levels of academic assignments.

Additional Support

When registering for the quarter, families can choose to have a student attend a small group targeting specific skills or work one-on-one with a tutor during Individualized Education Blocks (IEB). Placement will depend on availability of personnel.

Specialized Teachers

Individualized Education Blocks (IEB) are a great opportunity for students to meet with outside teachers at the Learning Center. At times a student is in need of a speech therapist, counselor, or other specialized tutor to progress academically. Families can make these arrangements during registration.

National Institute of Learning Development (NILD) Program

This is an educational therapy program designed to strengthen cognitive abilities and improve the learning process altogether. Students meet with a therapist twice a week during Individualized Education Blocks (IEB) or outside of school hours.

Accommodations

All Encounter Academy Course are available in Moderate, Light, and Advanced variations. Light is most appropriate for students needing additional time to complete assignments or a lighter academic load. Students in need of greater academic challenges can find them in our advanced courses.

Honors & AP Courses

Gifted students are also considered exceptional students, in need of specialized programs and support to live out their full potential. As students progress through their academic years into high school, advanced courses become honors courses. Enrolling in honors courses adds GPA

value (4.5 scale) and reflects high achievement on the high school diploma. Students may also take Advanced Placement (AP) courses through outside institutions, earn college credit by passing the accompanying AP exams, and integrate the credit into an Encounter Academy high school diploma on a (4.5 scale).

Dual Enrollment

Earning college credits while also completing requirements for a high school diploma has never been more accessible. A wide range of universities offer high school students this opportunity saving students time and money in the college years and preparing them for the reality of college level work.

High School Diploma Completion Plans

High school aged students may be placed into a high school diploma completion plan. We offer three different tracks.

- Encounter Academy Essentials High School Diploma
- Encounter Academy Standard High School Diploma
- Encounter Academy Advanced High School Diploma



These different tracks allow all students to succeed and best prepare for the next step in their journey.

Individualized Education Plan (IEP)

While the Encounter Academy program seeks to provide all students with a personalized education, at times a student is in need of a more specific plan to realize optimum growth. This is called an IEP, and it is established in a meeting with administrators, parents/guardians, teachers, and sometimes even students.

Enrichment Activities

Section 8

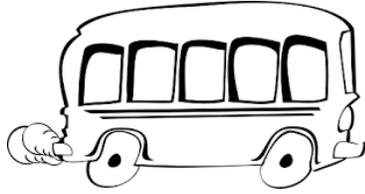
Awana

Each week at Encounter Academy ends with 90-minutes of exciting games, meaningful Bible study, scripture memory, praise and worship, and challenging messages for children and youth. Using the Awana curriculum as a guide, students learn about God, His word, and what it means to have a personal relationship with Him.



Learning Expedition Trips

The fourth Thursday of each quarter, we travel to a nearby location to learn and discover outside of the Encounter Academy Learning Center. Scavenger hunts, group challenges, and other fun field trip twists enhance the learning experience and encourage students to really consider what



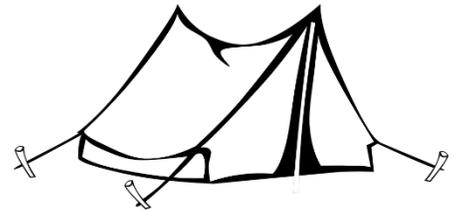
they are hearing, seeing, reading, and experiencing. Each trip culminates with a wrap up session in which students connect new information to existing knowledge frameworks.

Community Days

At Encounter we believe a school is far more than a building or program. A school is a community. Community Days are an opportunity for all Encounter Community Members to enjoy fellowship and receive encouragement while taking part in a variety of fun, seasonally themed activities. It is also an opportunity for students to put their learning into action and on display.

California Achievement Tests

Standardized testing allows parents and educators to see how a student is progressing as well as areas of strengths and weaknesses that need attention. Encounter Academy administers the California Achievement Test in the fall and spring. We recommend that students are tested yearly.



Back to School Retreat

Start the school year off with a bang by attending the Back to School Retreat. Students learn about time management, good study habits, responsibility, and maturity while also exploring topics such as friendship, peer pressure, spiritual life, and good social etiquette. Singing, challenging speakers, interactive classes, games, bonfires, and lots of fun await!

High School Banquet

Dress in your best and go out on the town with your school friends for a night of food, fun, photos, and lifelong memories. Adult supervision is provided.

Grading, Graduation, & Transcripts

Section 9

SUBMITTING ASSIGNMENTS

All assignments and assessments for enrolled students are graded by Encounter Academy personnel in person or during a video chat. This process is called Check & Correct. For assignments, the instructor will provide feedback on anything that needs to be improved before submitting the assignment. For assessments, students will be able to see the results of their performance directly after testing.

Once an assignment has been corrected and the grading sheet is completed and signed by the instructor, the student will turn in a photo of the completed assignment and grading sheet into digital grading platform. (For Math Mastery & Language Foundations assignments, a circled page number initialed by the instructor in the book serves in place of a grading sheet.) Students completing Check & Correct via a video chat will have a parent sign the grading sheet or initial the page number.

Unlike assignments, students are not given the opportunity to make changes to their assessments after it has been graded with an instructor. The instructor will complete the grading sheet, and the student will turn in a photo of that sheet into digital grading platform.

Both assignments and assessment are placed into the student's Weekly Report Card after submitting the photos to digital grading platform. The Weekly Report Card Folder will indicate if any assignments or assessments were not turned in on time that week. The Weekly Report Card is returned to the campus signed on the first day of attendance each week.

All class weeks begin on Tuesday and end on Monday. All assignments for each week of the course are due by **Monday at 6 PM**.

LATE ASSIGNMENTS

Up to One Week Late: Assignments turned in after the deadline but before the following Monday 6 PM deadline, will receive a 10% overall grade reduction.

Up to Two Weeks Late: Assignments turned in more than a week after the deadline but prior to the Monday 6 PM deadline the second week after the deadline, will receive a 20% overall grade reduction.

More than Two Weeks Late: Assignments turned in more than two weeks late, will receive a 40% overall grade reduction.

Final Deadline: No assignments will be accepted after the final Monday 6 PM deadline of the last week.

Should extenuating circumstances occur which merit an extension for any deadline, the student and parent/guardian must notify the Encounter Academy Coordinator.

EXTRA CREDIT

Encounter Academy courses do not include extra credit opportunities as the courses are pre-designed, and extra credit tends to overinflate grades.

WITHDRAWING FROM A COURSE

Should a student enrolled in a high school credit course wish to withdraw from a course without any record of the course on his transcript, he must do so by notifying the Coordinator before Friday of the third week of the quarter. After this deadline, the course attempt will be included in the transcript.

REPEATING A COURSE

Encounter Academy does not hold students back or make a student repeat a course due to low grades. Each quarter it is left to the family to decide the courses and activities in which the student will enroll. If a student fails a course or is unsatisfied with his grade, he is able to enroll in that course again. The highest grade after all attempts at a course, will be the one kept on the transcript.

REPORT CARDS AND TRANSCRIPTS

Students officially enrolled in a course are provided report card after the quarter is finished. Encounter Academy also provides transcripts of High School level coursework at the end of each semester. Should a family need assistance preparing transcripts for college applications, Encounter Academy can provide this service.

Grading Scale						
A+	97-100	4.0		C+	77-79	2.3
A	93-96	4.0		C	73-76	2.0
A-	90-92	3.7		C-	70-72	1.7
B+	87-89	3.3		D+	67-69	1.3
B	83-86	3.0		D	65-66	1.0
B-	80-82	2.7		D-	62-64	0.0
F 63 and Below 0.0						

HIGH SCHOOL DIPLOMA COMPLETION PLANS

Encounter Academy provides three distinct High School diplomas.

- Encounter Academy Standard High School Diploma
- Encounter Academy Essential High School Diploma
- Encounter Academy Advanced High School Diploma

When registering for the first time for a high school level course, the student and parents/guardians will indicate the High School Diploma Completion Plan in which they would like to enroll. (See appendix to view completion plans.)

EARNING HIGH SCHOOL CREDITS EARLY

An Encounter Academy student is not able to register for core Senior High School classes prior to the age of 15. However, students may begin earning high school credit much earlier. The course catalog provides specific details indicating which courses result in high school credits. In most cases students ages 14-18 should enroll in high school credit bearing courses in order to earn all the credits necessary for graduation by 18.

LIGHT HIGH SCHOOL COURSES

Light high school courses are designed with a lower amount of rigor while keeping a student in step with high school level content and may be a very good option for some students. When recorded on the transcript, it is indicated that these courses were accommodated. This by no means affects the student's status as a high school graduate with a diploma that will open many doors for the future. It simply most accurately reflects the nature of the coursework taken. Light high school courses can be applied towards the Essentials High School Diploma as well as the Standard High School Diploma. Students under the age of 14 may not enroll in the *Light* variation of a course that bears high school credit.

GPA & COURSE CREDIT

When a Senior High School Student registers for courses, the Encounter Academy office will request a record of all previous coursework. Previous coursework will be applied to the High School Diploma Completion Plan the student is pursuing.

- ❖ Letter grades do not transfer with the course if the course was entirely guided and overseen by parents/guardians. The credit for the course is accepted with a P for Pass appearing on the Encounter Academy Transcript.
- ❖ High school, AP, and college level courses taken through a third-party institution will be accepted and the grade received will be included in the student's GPA. All honors high school level courses, AP courses, and college level courses are graded on a 4.5 scale.
- ❖ All Encounter Academy Community Members can pursue completion of an Encounter Academy High School Diploma. To earn a diploma, all requirements of the plan must be met and 25% of courses must be through Encounter Academy.

If the student is only taking a course(s) and not pursuing an Encounter Academy High School Diploma, that is acceptable too. A transcript will be provided with the courses taken.

PREPARING FOR COLLEGE AND CAREER

Each quarter, all currently enrolled Senior High School Students attend an Evaluate & Grow conference with an Encounter Academy personnel member. This is a time to evaluate progress and set goals. This is a good opportunity for students to discuss their plans and interests for after graduation

ENCOUNTER ACADEMY GRADUATION CEREMONY

Both enrolled students and homeschool students can participate in Encounter's graduation ceremony. Students who have earned an Encounter Academy diploma, will receive it from the coordinator at the graduation ceremony. Homeschool students participating in the event, will receive a diploma provided by the parents and given by the parents at the ceremony. The Intent to graduate form must be submitted by Friday of Week 4 of Quarter 4 to participate in the graduation ceremony and/or receive a diploma from Encounter Academy.



Health & Safety

Section 10

Preventing and Responding to Illness

Hand Washing

All Encounter Academy Students are required to wash their hands with warm soapy water before eating, after sticking fingers into the nose or mouth, and after using the restroom.

Sharing Food

Students are not permitted to share food or beverage, eating and drinking from the same container, even if they are members of the same household. Untasted food items may be shared if put into separate containers.



Illness

If a student is experiencing a fever, has a significant cough, or has a great deal of congestion, he or she should remain at home and rest. If a student is not feeling well during the school day, they will be kept in the Nurses Station until a parent/guardian can pick up the student. Students are not permitted to pop in and out of the Nurses Station throughout the day for “rest.” If they need to rest for an extended period of time, they will remain in the Nurses Station until picked up. Over the counter medications will be given to students as permitted and directed by the parents/guardians on the registration form. If a student is regularly needing medical attention at school, together the family and school personnel will work towards a plan for helping the student.

Medications

If a student needs a medication, over the counter or prescription, they may bring it with them to the Learning Center and drop it off at the Nurses Station along with directions from the parents. The medication will be administered by the School Nurse. If your child needs any sort of emergency medications, please make sure to indicate that on the Health Record and send it to the Nurses Station for storage.



Medical Care

If your student experiences an injury which requires more than simple first aid, the parent/guardian will be contacted immediately explaining the incident.

If Encounter Academy personnel determine that an illness or injury requires immediate medical intervention, an ambulance will be called or the student will be taken to the nearest medical facilities. The parent/guardian will be informed immediately. If the situation is not considered an emergency but may require medical intervention, the parents/guardians will be contacted and the next steps for treatment will be left to their directions.



All medical costs are the responsibility of the parent/guardian while a student is participating in Encounter Academy activities.

Safeguarding Policy

Safeguarding is protecting the health and well-being of others. We have a responsibility to ensure that Encounter Academy is a safe place for people to be. We also have a responsibility to work together as a community to ensure our children are well cared for. Please see the Encounter Academy Safeguarding Policy located in the appendix of this handbook for details regarding preventing and responding to abuse.

Child Safety & the Internet

Parents should keep in mind that with digital devices comes access to the internet. While the internet is a great tool, it also opens a channel between your child and a great deal of violent and pornographic material. The decision-making part of our brains does not stop forming until into our mid-20's. Often young people are introduced through the internet to content and situations that they are not prepared to handle.

While we insist that our students use internet in open places at the Learning Center, we cannot monitor everything they are looking at. There are filters which can be put on devices that will greatly decrease the likelihood of your child coming across inappropriate content. If you are not sure how to put these filters on, we can assist!

Know your children's passwords. Know what they are posting on social media. Know what they are looking at. Your kids may complain about it now, but the protective love you demonstrate by keeping them safe and accountable on the internet, they will thank you for in the future.

Safety Drills

At least once a year, Encounter Academy will conduct a lock down drill, to prepare for an event in which a person of danger enters the campus as well as a natural disaster drill, to prepare for that possibility.

Campus Life

Section 12

We are SO Glad that YOU are Here!

The Encounter Academy Learning Center is a place created and designed for people to know the God of this universe and His Son, Jesus Christ. We strive to make His heart known in word and deed in this ministry. He is loving, caring, compassionate, forgiving, patient, orderly, and holy.

We want all our students to feel loved and supported, but we also want to continually challenge them to grow and mature. Challenges usually take us out of our comfort zone, but that is often the place where we grow the most. God loves us where we are, but He loves us too much to let us stay there.

Showing Respect Throughout the School Day

Respect for Classmates

We want our students to be polite to each other, yes, but showing respect for your classmates goes much further than politeness. It means we value them as created in the image of God and consider them of equal value and worth as ourselves. It means we stop comparing ourselves and bragging about ourselves and instead seek to promote the other people around us. It means turning away from pride and arrogance realizing that we all have something to contribute, and we can learn from anyone. It means not secluding ourselves into cliques, but welcoming others

into our lives, friendships, and communities. It means apologizing and asking for forgiveness when we have wronged others. It means not only watching our words to make sure they are kind and helpful, but also the tone and body language we use when we are with others.

Respect for Authority

Students at Encounter Academy need to address teachers, volunteers, and interns with Mr. and Mrs. and their last name. When asked a yes or no question, students respond with “Yes, Mrs. or No, Mr.” As humans, we have struggled with authority since the time of Adam, but we want students to understand that when they submit to authority it is as unto the Lord. No teacher is perfect, but the Father is, and He allows authorities to come into our lives for our good. No teacher, administrator, volunteer, or intern is gaining personally for serving at Encounter. They do it because they care very much about you. So please, show respect. And when you are not getting along with a teacher, sit down and talk with them respectfully. They will be glad you did.

Respect for Education

Education is not a right but a privilege that many people have never had. We want you to make the most of the opportunity and help others do likewise. Please adhere to the Study Zone and Class guidelines. Try your very best. Refrain from negative talk about yourself, classes, teachers, and school such as, “I am never going to get this! I hate school! The teachers don’t like me! This class is so boring!” Attitude is everything. Seek to maintain a positive attitude about your school experience. It is okay to admit that you are struggling, but we care about you too much to allow you to wallow in self-pity and despondency.

Respect for property

Many people have donated and sacrificed to make the facilities and items at Encounter Academy available to you. Please take care of them. Always clean up after yourself and leave places cleaner than you found them. Never write on furniture, floors, or walls. Report any item that is accidently broken. Please make sure you have the supplies you need for class rather than repeatedly asking to borrow things from classmates. Do not “borrow” things from others without asking and return items promptly and in good condition. Throwing, kicking, or knocking off someone’s books, bag, school supplies, or other items is never funny and will not be tolerated. Please, keep your hands off the items of others without first asking.

Coming & Going to the Encounter Academy Learning Center

Pick Up and Drop Off

Please carefully review the Pick Up and Drop Off Windows for each day. Supervision will be provided during those times for students on the campus. Students will remain outside the main classrooms before and after classes, but they are welcome to study and hang out in the dining area and yard areas or visit the library for a book. Use of electronics in general is not permitted on the campus except during scheduled class periods. If there is a reason a student needs to use a phone, tablet, or laptop outside of class times, he should first ask permission from a supervisor. If a student is remaining on the property after the campus is closed, we will give the parents/guardians a call. Your child will never be left unsupervised. In extenuating circumstances, we will ensure your child is cared for until transportation home is arranged.



If a student is only attending for certain blocks, they should be picked up by the end of the break that directly follows that block. Any remaining students will wait in a designated area until transportation home arrives.

In the registration form parents indicate the person(s) picking up students. If another person other than those listed on the registration are picking up a student, the Encounter Academy Office should be informed. For example, if a student is going home with another family for a birthday party, just give us a call or send us an email letting us know. Students are permitted to walk or drive home if this arrangement is indicated on the registration form. Your children's safety is our priority, so your communication in this area is highly appreciated.

Absences & Tardiness

Earning credit for Encounter Academy Courses is not dependent on attendance. It is not necessary to report an absence. Tuition costs are not reimbursed for absences, as it was necessary for Encounter Academy to hold a student's place whether or not that student was able to come that day. Absences do not give students more time to complete assignments. If a student has a legitimate reason for submitting an assignment late, the students and parents/guardians must communicate directly with the course teacher. A student is not penalized for arriving to the Learning Center late. There are consequences for students who are on the property but are not in their assigned places on time.

Families on Property

Encounter Academy is not just for the kids! It is a place of support, refreshment, and encouragement for the whole family. Parents/guardians are always welcome to sit in on classes, hang out in the dining area and other yard space areas, or visit the library. Internet is available.

Just please keep in mind that Encounter Academy is a place of learning, so keep the noise level down if in an area where our students are studying.



Library

The library books and resources are for the enjoyment of the community. Everyone in the community can have a library account. Each person can check out up to five items at any given time. Items are checked out for two weeks at a time. Fees may be charged for overdue items. Besides reading books, we also have textbooks and other educational resources which can be checked out for the school year.

Lost and Found

Students are not permitted to leave their personal items around the campus. They must store their items in their cubbies and backpacks neatly. Items left out during breaks or lunchtime will be collected. If a student reclaims an item from Lost and Found, one citation (See Community Expectations Section) will be added to his or her record. At the end of the quarter, items left in Lost and Found will become the property of Encounter Academy.

Lunchtime is Special

Lunchtime is the one time we sit down all together as a community. We want it to be a time in which students make new friends, deepen existing relationships, and encourage one another. No one wants to be the kid sitting alone at lunch time, nor is it good to be the kid closed off to those not in their “group.” At Encounter Academy we use “Draw Your Seat” to make sure we mix up, include everyone, and make lunchtime an Encounter “family” event. Each seat in the dining room is numbered. Before students sit for lunch, they draw a number and find the matching chair. Lunch is also a time that we pray together as a community and share upcoming announcements.

Cubbies

Currently enrolled students are assigned a cubby for the quarter. Students may keep school items and other personal items in their cubbies. Opened food may never be kept in a cubby. Cubbies should be kept neat and tidy. All items must be cleared out of a cubby at the end of the quarter.

Time to Unwind

During breaks and lunchtime students exit the main building and enjoy the yard space or hang out in the dining area. Breaks and lunch times are digital device-free parts of the day in which students can play, chat with friends, enjoy a board game, and take time to eat. Families are welcome to join in and eat with the students. Food should be consumed while sitting in dining areas.

Discipleship-Focused Discipline

While Encounter Academy really emphasizes creating a positive environment that brings out the best in our students, we also believe that we all have a sin nature. Out of God's love and mercy He gave us the gift of discipline to help us in our sinful state. At Encounter Academy we do not believe in punishment. Punishment means paying for the wrong done.

We can never do that for ourselves, and Jesus did that for us once and for all on Calvary. We discipline. Discipline includes consequences and words given out of love and with the intention of helping the student grow.

Prohibited Actions in the Course of Discipline

At Encounter Academy personnel are not permitted to use any sort of physical force on a student as a consequence or to make them comply. The only exception would be a circumstance in which a teacher may need to temporarily restrain a child in immediate danger to themselves or others. In such case the incident will be explained to the parent the same day it occurred.

We do not allow members of our personnel to ever yell or scream at a student. At times a teacher has to use a louder voice to get everyone's attention but speaking angrily and verbally intimidating students is prohibited. If a teacher is feeling upset, they will wait until they have cooled down to talk with a student calmly.

We do our best to avoid publicly reprimanding or disciplining a student. Sometimes a mild admonition to stay on task or keep one's hands to oneself is needed in the course of teaching, but whenever possible we seek to address matters privately particularly when there is a deliberate act of disobedience or defiance being addressed.

Encounter Academy personnel are never permitted to belittle a student, call names, or speak and act in ways that disrespect a student.

The Discipline Toolbox – Explorers, Adventurers, Senior HS Students

Citation - a reminder for students to follow rules and act responsibly. Citations can be given by any Encounter Academy personnel or volunteer. The student will be informed of the citation and the reason at the time it is given by the person giving it. It will not be a surprise. Citations accumulate into Community Service or Privilege Withdrawal.

5 Citations = 1 hour of Community Service or 1 Week of Privilege Withdrawal

1 week of losing a particular privilege related to the citations such as removal of a phone or a predetermined seat assignment.

Each student is given a clean slate at the beginning of each quarter.



Citations are warnings not consequences and are given the **first time** a rule is broken. Personnel may give a student more than one citation for an offense especially if the action comes from the sin nature rather than just childish irresponsibility. Intentional direct disobedience, rudeness, and bullying may result in an automatic Community Service if it is warranted.

Students may receive Citations and Community Service whenever they are at the Learning Center or involved with an Encounter Academy activity.

When a citation is given, the personnel member completes a citation ticket and turns it into the Citation Drop Box. The Dean of Students is responsible for entering citations into the student's record and awarding

Community Service / Privilege Withdrawal – Community Service is given in increments of one-hour and should be served as soon as possible after it is given to a student. Generally, Community Service is served after school. Privilege Withdrawal is a one-week period in which a student loses a particular privilege such as using his own digital devices on campus or choosing her seat during class times. Parents will be informed the day a Community Service or Privilege Withdrawal is given via email.

Privilege Withdrawal for Missing or Incomplete Assignments – Enrolled students who fail to turn in assignments on time or turn in incomplete assignments, will have the privilege of choosing where they sit during IEB and listening to music withdrawn until the assignment has been completed and submitted.

The Goals of Community Service / Privilege Withdrawal Include...

- Strengthening relationships between students and Encounter Academy personnel
- Giving students an experience that will remind them to be obedient and act responsibly

Differentiated Discipline

Just like we seek to personalize the courses and academic plan for each student, the same is true for discipline. Discipline is not about drawing a line and making everyone meet the same goal at the same time. It is about helping each student grow in Christian maturity. Every student has areas in their life in which they need to grow. Therefore, every student will most likely receive Community Service at one point or another. Do not compare yourself to others. Do not compare your situation to others. Do not say, "But look what that student did! or Why didn't she get into trouble." That is not your business or concern. Look at what God wants to teach YOU! Receiving discipline does not mean we are angry, frustrated, or disappointed with you. It means you are loved.

- Providing time and space for students to reflect on behaviors that resulted in the consequence
- Demonstrating love and concern for the student
- Involving the student in serving others

Suspension - a consequence which may be given to a student when other methods have been unsuccessful in improving behavior, when the Honor Code is breached, or when other extreme acts of misbehavior occur. Suspensions will only be enacted after a conference with parents/guardians and the student concerned. No student will be given a suspension greater than one year. After any suspension, students are allowed to return to Encounter Academy provided they apologize for the actions that led to the suspension.

Privilege Withdrawal for Missing or Incomplete Assignments – Enrolled students who fail to turn in assignments on time or turn in incomplete assignments, will have the privilege of choosing where they sit during IEB and listening to music withdrawn until the assignment has been completed and submitted.

The Discipline Toolbox – Scouts

Losing an Academy Buck - a consequence for minor misbehaviors. Students will be asked to give the teacher one of the Academy Bucks the student has previously earned.

Time Out - a consequence in which a student is asked to sit in a safe supervised space for a set amount of minutes or until he or she is ready to return to the group in a positive manner.

Weekly Report Card

Each week the number of citations, timeouts, bucks lost, community services, and privilege withdrawals given is recorded into a student’s weekly report card. The report card comes back at the beginning of each week signed by the parent. Explorers, Adventurers, and Senior HS Students who fail to turn in their signed daily report card back in at the beginning of the week, will be awarded a citation for each day it is missing. The parents of Scouts will be contacted about the report card.

Receiving Encouragement and Support

Positive Reinforcement

At Encounter Academy we also utilize positive consequences to encourage good behaviors in our students. Scouts, Explorers, and Adventurers have the opportunity to earn Academy Bucks throughout the day. These bucks are recorded in a student’s Academy Checkbook, and the bucks

can be used to purchase toys, stickers, puzzles, books, privilege coupons, and more at the Encounter Academy Store which takes place on Community Days. Senior High Students review performance and behavior throughout the quarter at the Evaluate & Grow Conference (See Evaluate & Grow Cycle Section.) These students receive positive recommendations and notes in their file that will help them when preparing for positions after graduation.

Privilege Space

As long as a student has not had more than one missing or late assignment in a quarter, or no more than two citations, she has the privilege of going to the Privilege Zone during IEB when all assignments have been completed. In the Privilege Zone students are allowed to talk with one another, play games, or just hang out. Student must ask a supervisor before dismissing himself to the privilege zone.

Chill Zone

When a student is feeling upset, stressed out, frustrated, or sad, sometimes they just need a few minutes to get away and calm down. For this reason, we have a chill zone space where a student can just be alone.

At times a teacher will instruct a student to go to the Chill Zone to collect themselves. This is not a punishment or consequence. If misbehavior was committed while the student was upset, that will be dealt with after the student has calmed down and can have a conversation with the teacher about what happened.

We want our students to know it is okay to feel upset sometimes, but it is important that we deal with those feelings in ways that do not hurt others.

Daily Report Cards

At times a student needs a more direct hour by hour strategy to help him or her improve behaviors and build management skills. In these cases, we use a Daily Report Card. In a Daily Report Card one or two specific behaviors are targeted at a time. Students receive checkmarks throughout the day when the student has been successful in those areas. Rewards and

Executive Functioning Skills

Executive functioning is commonly described as the control center of the brain, and it is a better indicator of success than IQ or GPA.

Executive functioning skills include things such as the ability to tolerate discomfort, break down a big task into smaller pieces, get started on work right away, remember information, and control emotions.

We seek to help our students build executive functioning skills one day at a time by giving them opportunities to use these skills and providing support when they are weak. The Daily Report Card helps the student and teacher concentrate on one or two executive functioning skills at a time until those muscles are strong, and we are ready to move on to another area.

consequences are given for progress or lack of progress. The specifics of a Daily Report Card are arranged during an IEP (Individualized Education Plan) meeting with parents/guardians, teachers, and administrators.

Check In...Check Out

Check In...Check Out gives a student an assigned mentor at school that they meet with briefly at the beginning and end of the day, and this support may be added as part of a student's IEP. This gives students who need it a personal connection and accountability partner to help remind them of their daily goals.

Resolving Conflicts

A professor once said that life would be a piece of cake without friends and family (Yes, but it would also be very lonely). When we live and work together conflicts arise, but conflict is not necessarily a bad thing. While conflict may make people uncomfortable, it also can cause you and others to grow and for relationships to deepen. We want to make sure we are handling conflict God's way.

If you come running to a teacher every time someone does something you do not like, the response will always be, "Did you talk to that person about it." That should always be the first step, and most things can be worked out without involving a third party. But sometimes you may feel timid about confronting someone or about being honest about how another's actions make you feel. That's okay. An adult will be there to help you when you need it.

Evaluate and Grow

EVALUATIONS OF ENCOUNTER ACADEMY

It is important that we hear from our community members about the job we are doing at Encounter Academy, and we value your ideas and suggestions. The Encounter Academy Evaluation Form is sent to parents and students requesting feedback about our program. All evaluations are submitted anonymously.

FEEDBACK FORMS

These forms provide an ongoing line of communication between our Community Members and the team serving at Encounter Academy. At the Encounter Academy Learning Center there is a Feedback Forms box where completed forms may be anonymously turned in throughout the year. Feedback Forms lets us know about errors discovered in the curriculum, new great ideas for the school, daily operations problems that need attention, areas that need improvement, things we are doing well, and the outcome of specific activities. We value your feedback!

Encounter Academy Community Contract

The aim of Christian education is to bring the students to the place where they walk routinely and easily in the character and power of Jesus Christ. - Dallas Willard

Understanding our Purpose

We exist to bring discipleship opportunities to cross-cultural ministry workers and their families on the field, so they may in turn make disciples of Jesus Christ from all nations.

A cross-cultural ministry worker is one who has crossed geographical and/or cultural boundaries to engage in full-time ministry responsibilities. A disciple is a learner, a student, an apprentice. At Encounter Academy our mission is to be a community where cross-cultural ministry workers and their children grow as disciples by learning...

- The story of God and His creation
- The disciplined, effective uses of the mind and body
- The skills necessary to love others well
- The practice of abiding in Christ and living in the power of the Holy Spirit
- The healthy care of self and family members
- The skill of accompanying others in their own journeys as disciples of Jesus.

Understanding What We Offer

We seek to provide opportunities that meet the unique needs of cross-cultural ministry workers while encouraging members to also be involved in the local community and local church.

The opportunities Encounter Academy offers at any location will depend each year on the resources available and needs present. Encounter Academy does not seek to offer everything, rather we prioritize the basic needs of cross-cultural ministry workers and their families that cannot be adequately met through other resources.

These opportunities may include:

- General Education for Children and Youth
- Community Events
- Professional Development
- Spiritual Formation Courses and Activities
- Advisory Services

Cross-cultural ministry workers are encouraged to supplement Academy activities with outside opportunities in the local church and community that promote health and growth for themselves and their children.

Encounter Academy is not...

- A school, in the traditional sense, because parents rather than personnel members are responsible for overseeing the child's education and deciding which courses and activities will be the most beneficial.
- A church, but rather we are an expression of the global church focusing on meeting specific needs for a specific group of people.

Understanding What We Expect from Parents

Community Members are actively engaged in their own discipleship process as well as the growth and development of their children.

All parents with a participating child..

- Commit to participating in activities that promote their own spiritual growth as disciples and professional development as ministry workers.
- Commit to praying for one other Encounter family each quarter.
- Assist on campus with a percentage of the supervision and instruction in proportion to the enrollment of their children.
- Assist children with completing assignments from home and preparing for assessments, while refraining from completing assignments for a student or dishonestly representing student work and achievements.

Understanding What We Expect from Students

We hold to high expectations for students in order to promote a healthy community and encourage growth and maturity.

Encounter Academy is a place of creativity and fun, but it is also a place of orderliness. Discipline is given to students to protect this orderliness and help students develop their own internal self-discipline.

Students are expected to...

- Treat all other community members with respect on and off campus.
- Follow Encounter Academy policies, rules, and specific instructions of volunteers and personnel members with a positive attitude.
- Hold to the Honor Code on or off campus and refrain from discussing items on the honor code without adult supervision.
- Limit the use of digital devices to academic blocks for educational purposes.
- Willingly assist with cleaning up the campus and taking care of Encounter property.
- Follow the Study Zone rules
 - No talking to other students without permission.
 - Stay on task

Understanding our Fences

Community members help create a healthy community by honoring the boundaries of the organization and each other.

As the old saying goes, “Good fences make good neighbors.” Understanding who is responsible for what, what the fences are, and how to properly communicate with one another is vitally important for creating a healthy community.

There are times to give and serve and times to rest and rejuvenate. Everyone needs a healthy balance of both. As a community we want to respect those needs and help each other keep boundaries that enable us all to stay healthy and able to minister at a full capacity by...

- Keeping communication about Encounter in the office hours window.
- Respecting campus closing times.
- Avoiding office business and talk with personnel members during their time off.

Understanding What We Expect in Community Relationships

Knowing our love for each other to be our greatest testimony, community members embrace the challenge of learning what it means to be loved and to love others well.

Community is vitally important for the emotional and spiritual health of cross-cultural ministry workers and their children. It is not only a place to receive refreshment and support. It is where the life of Christ is formed in us.

Isolation is the opposite of being in community. In isolation we can hide and carefully guard what people know about us and our families. In community we are known. We are in the light, even those parts we may wish to keep hidden. But we are meant to live in the light. In the light, there is help and healing.

Community life brings with it fun, encouragement, and a sense of belonging. But it also brings disappointments, frustrations, hurt feelings, and conflicts, which are often our greatest discipleship opportunities. Many times, in painful things, we are healed, matured, and transformed by His Spirit. And from that we are enabled to minister to the lost world around us.

In order to grow and mature alongside one another, community members (adults, teens, and children) agree to practice these things ...

- Avoid divisiveness and stirring up conflicts within the community.
- Handle problems and issues between themselves and other community members by first meeting privately with the person before any other action is taken.
- Keep the addressing of issues and problems to planned, private, face-to-face meetings understanding that sending angry or accusatory emails or texts, gossiping about, or directly attacking another community member is not acceptable
- Avoid arguing about or pushing onto others secondary doctrines or other cultural differences instead focusing on the primary doctrines and the centrality of Jesus Christ.
- Speak to one another in a respectful manner.
- Prioritizing the safeguarding of children and teens under your care.
- Listen well and strive to learn when others bring our issues into the light.
- Seek the greatest good of other community members.

I have read through the Encounter Community Contract and agree to be held accountable for the expectations therein. (Signatures needed for all community members ages 10+.)

Encounter Academy Honor Code

Since Encounter Academy is a privilege and not a right, we ask all our students to adhere to an Honor Code while enrolled. **ON** or **OFF** the campus, students agree to not engage in the following activities...

- sexual immorality
- viewing or making pornographic material
- sexting
- drunkenness
- illegal drug use or involvement
- bullying (in person or cyber bullying)
- any criminal activity
- violence to self or others



If a currently enrolled Encounter Academy student is found engaging in any of these behaviors inside or outside of Encounter activities, Encounter Academy reserves the right to give consequences to the student.

Any Encounter Academy Personnel Member or Volunteer who becomes aware of discussions or activities related to the Honor Codes items taking place during an Encounter Activity will complete an Incident Report to be given to the parents/guardians of involved students.

The parents/guardians will always be involved in the discussions should the Honor Code be breached. If a student is struggling in one of these areas, counseling may be part of the plan Encounter Academy personnel and parents/guardians form to help the student.

The goal is always restoration. These behaviors can cause serious problems well into the adult years, and we want to do what we can to help students not be overcome by these things.

Encounter Academy Student Rules

Study Zone Rules

The Study Zone is a quiet, comfortable place where students are working on assignments, getting assistance from teachers, studying with a friend, or engaging with other academic activities. We want our students relaxed, comfortable, and feeling at home. But we have some rules to ensure that you get the most out of your time in the Study Zone and others do as well.

Rules of the Study Zone

1. You **MAY** sit anywhere you like to work in any of the student spaces.
 - Leave at least a foot of space between you the next person.
 - Don't invade the space of others with your body or items.
2. You **MAY** choose the order in which you need to tackle assignments.
 - As needed students may be assisted with prioritizing.
3. You **MAY** study with a friend for an upcoming quiz or test or request to work with someone on a project that merits group work
 - You must first ask permission from the supervising teacher.
 - The same rules for on-task behavior apply when working with someone else.
4. You **MAY** use the restroom, get water, go to your cubby and change places in the Study Zone as needed without asking permission.
5. You **MAY** leave the Study Zone during your Individualized Education Block to meet one-on-one with a teacher or a small group if those arrangements have been made.
6. You **MUST** stay on task.
7. You **MUST** be patient.
 - We want to help all our students as much as we can.
 - Sometimes, you will have to wait for a teacher to assist you.

Staying on Task

We provide breaks throughout the school year and shortened weeks to prevent study burnout, but when school is in session, we believe in working hard and making the most of our opportunity. This doesn't mean that you are going to be in trouble every time you look at the window for a moment or stand up to take a stretch. But if students are caught doing things on their devices unrelated to their assignments, sleeping, or exhibiting other off task behaviors, there will be consequences. We want to help all our students grow in self-control and endurance.

Encounter Academy Student Rules

- Learn to work on something else until it is your turn.
8. You may **NOT** cheat, plagiarize, or share answers.
- Cheating means looking at resources or information that is not permitted while taking a test or quiz.
 - Plagiarizing is copying someone's else's words and saying they are your own.
 - Sharing answers means copying someone else's answers or letting someone else copy your answers to a homework assignment.
9. You may **NOT** talk with another student without permission.

Noise Control

The Study Zone needs to remain relatively quiet so that everyone can concentrate. If we open it up to any conversation, it gets really loud really quickly, and students get distracted from their studies. But if a student legitimately *needs* to talk to another student about something school related, just clear it with the supervising teacher first so you and your buddy don't get in trouble!

Class Rules

While Individualized Education Blocks (IEB) are designed for working as individuals and in small groups quietly, classes are an opportunity to learn together through active experiences as we discuss, sing, create, and play!

Class Rules

- Listen to the teacher when he is talking.
- Do not distract your neighbor.
- Follow instructions.
- Be kind and courteous.

Encounter Academy Student Rules

Digital Device Rules

Use of Digital Devices

Students are encouraged to bring their own tablets, laptops, or cell phones to campus for learning activities and listening to pre downloaded music. **Digital devices should not be in use or with a student outside of academic blocks.**

Consequences for Digital Device Misuse

If the digital device rules are broken, they will be put into the office for the remainder of the day, and the student will be awarded one or more citations. Devices sent to the office can be retrieved by the parent at the end of the school day.



Predownloaded Music on Personal Devices Only!

Students are permitted to listen to music during IEB if it is predownloaded content on their own devices. They are not allowed to stream music from the campus internet or listen to music on an Academy device.

Campus Care Rules

Leaving the Study Zone & Classrooms Tidy

At the end of any activity, the area should be left tidy.

- Personal items must be put away.
- Chairs must be pushed in.
- Trash must be picked up.
- Borrowed items must be put away.

Consequences may be given to students who fail to clean up after themselves.

Food in the Study Area

Covered drinks are welcome in the Study Zone and classrooms. Any other food items or candy should be consumed in the Dining Areas while seated. Students may chew gum during academic blocks as long as they put it in the trash can when finished.

Encounter Academy Student Rules

Community Relationships Rules

Appropriate Physical Interactions

Physical contact at Encounter Academy is limited to

- cultural greetings
- a hand on the shoulder
- brief (3 second) side hugs

All other physical contact is off limits including hand holding, snuggling, touching someone else's hair, stroking, or back massages. No one should be sitting in someone else's lap, laying on top of another person, or sitting so close that legs, arms, or bodies are touching. Wrestling or any other physical engagements such as picking up another person, throwing a person, piggybacks, shoulder rides, arm wrestling, and human pyramids are not allowed.

Appropriate Words

Students may only be called the name indicated by parents/guardians on the application. No other nicknames are permitted.

- Teasing
- Roasting
- Bullying
- Sarcastic remarks towards others...

will not be tolerated

“I was just kidding,” or “We were just having fun,” are not legitimate excuses.

At no time is profanity or pseudo profanity such as “frick you” allowed.

Coarsely talking and laughing about the behaviors prohibited in the Encounter Academy Honor Code is not permitted at the Learning Center or in any Encounter Academy activity.

Arguing with or disrespecting a personnel member or volunteer is not permitted. A student is always welcome to address concerns with someone in authority over them in a polite, respectful manner.

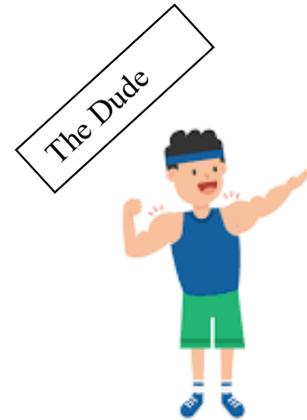
Appropriate Situations

- Students need to remain in places that are visible.
- Only one person may be in the bathroom at a time.

A Positive Environment

We know that creating and maintaining a positive environment in which students feel safe, respected, and cared for is critical for productive education. We provide students freedoms, flexibility, and responsibilities within well-defined perimeters of appropriate behavior. We believe that without lovingly enforced perimeters, the positive, safe, and productive learning environment we seek to create cannot become a reality.

Dress Code



Choosing Clothes

When choosing what to wear to any Encounter Academy activity there is one simple rule.

The skin covered by this dude's tank top and shorts must be covered and not visible. Undergarments should never be visible.

You can use shorts, pants, skirts, dresses, t-shirts, polos, sweaters, and more. That area of skin needs to be covered and stay covered throughout all activities in any position.

The Top Half

Just as in the picture the shirt must have straps. Spaghetti straps are fine. A shirt can have holes or slits, but the parts of the body covered by the tank top must be covered. (That means no skin should be showing through a hole in the middle of the stomach or back!) The midriff area should remain covered even when reaching up. If a student is worried about an article of clothing, just slip a tank top under it. The neckline of the shirt cannot reveal private areas or undergarments at any time in any position. The shirt should cover the back as well.

The Bottom Half

Whatever article of clothing you choose it must cover the skin all the way to the top of the knee when in any position. The top of the knee is not an inch or two above the knee. We mean the knee, and we will enforce it. Again, clothes with holes are not a problem as long as all the skin from the waist to the top of the knee is covered. If students want to wear skirts, dresses, or shorts that come above the top of the knee, they can. But a pair of leggings that go to the top of the knee must be worn underneath. See-through tights do not work. The skin must not be visible from the waist to the top of the knee.

The Feet

Students are permitted to take off their shoes when in the buildings, but they must have socks on if they do so. Shoes must always be worn outside when on the campus.

The Head

Students may wear caps as long as they do not interfere with the activity. An instructor may ask a student to remove a cap if he or she feels it is hindering participation in an activity or communication with the student. Out of respect, guys are asked to remove caps when indoors.

Anything else to think about?

Encounter Academy does not have any rules about haircuts, hair coloring, facial hair, piercings, tattoos, and the like. We do ask that you not wear anything with words or symbols that would be offensive to the Encounter Community or to the Christian faith. Also, we believe that God made people male and female. Girls should not pretend to be boys, and boys should not pretend to be girls. Boys cannot wear skirts or dresses.

Changing Clothes

If a student arrives at the Learning Center in clothing that does not follow the dress code, they will be asked to change into something more suitable. There may be something they can change into on the property, or a parent may need to bring a change of clothes to campus.

Cleaning Up

No one likes to sit next to the smelly kid, and definitely no one likes to be known as the smelly kid. So, make sure you wash up before school. Shower. Use deodorant. Put clean clothes on. Brush your teeth. And be on your way!

Why do I have this Body?

If you are not feeling comfortable with the body God gave you, we can connect you with a mentor or counselor who can come alongside you and help you sort out some of these common challenges of growing up. We have rules about clothes, because immodestly can really distract others. Also, clothes that cover well allow us to move throughout the school day without being self-conscious. But at Encounter Academy we are more interested in the person wearing the clothes. Often what we put on in the morning speaks volumes about what we are thinking and feeling on the inside.

Encounter's Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

As adopted by the National Association of Evangelicals

SECONDARY DOCTRINES – In the matter of secondary doctrines (views concerning baptism, communion, works of grace, spiritual gifts, security of salvation, end times events, ect...) we choose to accept that a variety of views will be represented. We do not diminish the importance of those topics, but we believe it is the duty of parents and the local church to teach secondary doctrines. In an effort to maintain unity and focus on the primary Christian doctrines as laid out in the Statement of Faith, we choose to put the topics and manifestations tied to the secondary doctrines aside while at Encounter.

Encounter Academy Safeguarding Policy

Encounter Academy strives to ensure safeguarding practices are maintained during all its activities and to encourage the community of students, parents, volunteers, and personnel members to work together to protect the interests of children.

Concerns or reports of harm will be responded to in alignment with the policies and procedures in this document.

What is Child Abuse?

Child abuse is any action that occurs which causes significant harm to a child. Child abuse may be inflicted by adults or other children. It is not tolerated during any Encounter Academy activity. It is also the responsibility of Encounter Academy to cooperate with other agencies when a child abuse concern is raised.

Physical Abuse

Physical abuse can include, but is not limited to, injuries caused by excessive discipline, severe beatings or shaking, bruising, lacerations or welts, burns, fractures or dislocation, attempted strangulation or subduing a child for purposes other than prescribed medical needs or non-excessive discipline.

Emotional Abuse

All types of abuse and neglect harm children emotionally; however, emotional abuse is persistent emotional maltreatment which damages the confidence and self-esteem of the child, resulting in significant emotional disturbance or trauma. This may include a pattern of insulting, threatening, isolating, degrading, humiliating, or spiritually manipulating behavior. Emotional abuse can be verbal, written or online.

Sexual Abuse

Sexual abuse can include, but is not limited to, indecent exposure, obscene communication, sending sexually explicit messages, showing or providing pornography, voyeurism, solicitation to sexual activity, touching private body (above or underneath clothing), fondling, statutory rape, rape, oral and anal sex, or incest. This also includes producing, viewing, or owning child pornography.

Grooming is befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibitions and to gain their trust for the purpose of sexual abuse, sexual exploitation or trafficking. This can be done face-to-face or online.

Exploitation

Exploitation is any activity that takes advantage of a child that could harm his/her welfare and development. This includes, but is not limited to, sexual or commercial exploitation.

Neglect

Neglect can include the failure, refusal, or inability of a parent or caregiver to provide a child with the basic elements needed for his or her proper growth and development, such as food, clothing, shelter, education, medical care and adequate supervision.

How Can We Prevent Child Abuse?

Safeguarding Officer

A Safeguarding Officer is appointed and identified to the Encounter Academy community. The Safeguarding Officer is responsible for...

- Overseeing safeguarding training for all community members
- Clearly communicating to the community how to raise a concern
- Initiating and overseeing the response to reports of harm
- Actively updating safeguarding policies and ensuring they are followed
- Checking campus spaces to ensure activities are only happening in places with windows and/or good visibility
- Ensuring appropriate supervision is in place at activities.
- Ensuring program specific guideline are in place and communicated to involved members.

Personnel & Volunteer Screening

Anyone applying for a personnel position is required to...

- Submit a recent (no more than two years old) background check
- Provide references that will be contacted
- Communicate any previous safeguarding concerns raised against them
- Agree to maintain the Encounter Academy Safeguarding policy

All volunteers and parents of the Encounter Community are required to...

- Submit a recent (no more than two years old) background check
- Provide the contact information for their sending board or hiring agency
- Communicate any previous safeguarding concerns raised against them
- Agree to maintain the *Encounter Academy Safeguarding Policy*

Safeguarding Training

- All personnel members volunteers, and parents must complete an annual safeguarding training.
- All students will receive age-appropriate safeguarding training of which the timing and content will be communicated to parents.

How Should We Conduct Ourselves with Children?

Appropriate Physical Interactions

Whether it is a student and adult, adult and adult, or student and student, physical contact at Encounter Academy is limited to

- cultural greetings
- a hand on the shoulder
- brief (3 second) side hugs

All other physical contact is off limits including hand holding (except when helping small children), snuggling, touching someone else's hair, stroking, or back massages. No one should be sitting in someone else's lap, laying on top of another person, or sitting so close that legs, arms, or bodies are touching. Wrestling or any other physical engagements such as picking up another person, throwing a person, piggybacks, shoulder rides, arm wrestling, and human pyramids are not allowed. **Special Note:** Parents on campus with their own children may have more physical contact as long as it is in the bounds of what is appropriate for the situation and age of the child.

Appropriate Words

Students may only be called the name indicated by parents/guardians on the application. No other nicknames are permitted. Teasing, roasting, bullying, and sarcastic remarks towards others will not be tolerated. "I was just kidding," or "We were just having fun," are not legitimate excuses. At no time is profanity or pseudo profanity such as "frick you" allowed. Coarsely talking and laughing about the behaviors prohibited in the Encounter Academy Honor Code is not permitted at the Learning Center or in any Encounter Academy activity.

Adults should not single out a student for special attention or communication. Any texts or emails from an adult should also be sent to the parents.

Appropriate Situations

An adult and a student or a student and a student do not go off unseen behind closed doors at Encounter Academy. Doors need to remain open or cameras should be viewing the area. When one-on-one, teachers and students should be in places that are visible. Only one person may be in the bathroom at a time.

Supervision

Students will never be left alone on Encounter Academy property without supervision. If traveling away from the property, students will not be permitted to go off on their own. They will be divided into groups and assigned a travel supervisor who ensures to their safety and well-being.

Prohibited Actions in the Course of Discipline

At Encounter Academy personnel or volunteers are not permitted to use any sort of physical force on a student as a consequence or to make them comply. The only exception would be a circumstance in which an adult may need to temporarily restrain a child in immediate danger to themselves or others. In such case the incident will be explained to the parent the same day it occurred.

A community member (child or adult) should never yell or scream at a student. Speaking angrily and verbally intimidating students is prohibited. If a personnel member or volunteer is feeling upset, they will wait until they have cooled down to talk with a student calmly.

Community members (child or adult) are never permitted to belittle a student, call names, or speak and act in ways that disrespect a student. In the course of discipline, it should be made clear that while the behavior is unacceptable, the student is not being rejected as a person.

How Do We Respond to Concerns?

If a community member has a concern that involves any activities listed in the Honor Code, abusive actions taking place against a child, or inappropriate relationships between adults and children, a report should be made to the Safeguarding Officer. The report should only include the information as the reporting person has witnessed it and the names of the persons involved. No other speculations should be included. The report should be made within 24 hours of the incident. The reporting person should make no efforts to handle the situation themselves. The reporting person must be treated with respect and belief. If a concern or disclosure is brought to another community member, that community member must be take the information to the Safeguarding Officer.

While a concern or report is being investigated, actions must be taken to protect both the potential victim and the reporting person.

After receiving a report, a response team will be formed including the Safeguarding Officer and two others who have received response training. If the report involves the Encounter Academy Coordinator or someone in the Coordinator's family, someone outside Encounter Academy will

be asked to oversee the investigation. If the report involves the Safeguarding Officer or a member of his family, someone else with training will be asked to lead the response.

The response team will involve legal authorities and mission boards when deemed appropriate. Depending on the nature of the report, it may be necessary to temporarily remove a community member from the campus. Cooperation is expected. Concealing information or giving false testimony during an investigation may lead to dismissal of a community member.

What are Encounter Academy's Safeguarding Response Steps

Step 1: Beginning the Investigation

- a. Safeguarding Officer forms response team and begins documenting all information and actions of the team
- b. Team gathers information
- c. Legal authorities and involved mission organization may be notified and involved
- d. Parents usually informed

Step 2: Carrying out the Investigation

- a. Report of investigation progress and possible action plan submitted to Coordinator

Step 3: Acting on the Results

- a. Final report of findings submitted to Coordinator
- b. Coordinator makes final decision on course of action with recommendations from involved personnel members when appropriate
- c. Coordinator will communicate decisions to any relevant persons

Step 4: Planning for the Future

- a. Safeguarding Officer submits plans for organizational improvement to Coordinator to prevent repeated occurrences

In cases of confirmed, willful child abuse that leads to the disciplinary action of expulsion of a community member, Encounter Academy will inform the mission board and any relevant agencies in the person's home country. If this individual seeks to work with another ministry with children, Encounter Academy will communicate the individual's past record.

Encounter Academy
Standard High School Diploma Completion Plan

Math (3 credits)

Algebra I (1 credit)
 Geometry (1 credit)
 Math Elective (1 credit)

Science (3 credits)

Biology (1 credit)
 Science Elective (1 credit)
 Science Elective (1 credit)

Social Studies (3 credits)

World History (1 credit)
 Social Studies Elective (1 credit)
 Social Studies Elective (1 credit)

English Language Arts (4 credits)

Communications (1 credit)
 Literature Elective (1 credit)
 English Elective (1 credit)
 English Elective (1 credit)

Foreign Language (1 credit)

Foreign Language Elective (1 credit)

Health & PE (1 credit)

PE & Health (1 credit)

Bible & Christian Discipleship (2 credits)

Bible/CD Elective (1 credit)
 Bible/CD Elective (1 credit)

Electives (5 credits)

Fine Arts (1 credit)
 Elective (1 credit)
 Elective (1 credit)
 Elective (1 credit)
 Elective (1 credit)

Total (22 credits)

*Items highlighted in yellow have been completed.

** Entrance requirements and high school course recommendations should be obtained from the college or university the student is interested in attending.

Encounter Academy
Essentials High School Diploma Completion Plan

Math (2 credits)

Algebra I (1 credit)
 Geometry (1 credit)

Science (2 credits)

Biology (1 credit)
 Science Elective (1 credit)

Social Studies (3 credits)

World History (1 credit)
 Social Studies Elective (1 credit)
 Social Studies Elective (1 credit)

English Language Arts (3 credits)

Communications (1 credit)
 Literature Elective (1 credit)
 English Elective (1 credit)

Health & PE (1 credit)

PE & Health (1 credit)

Bible & Christian Discipleship (2 credits)

Bible/CD Elective (1 credit)
 Bible/CD Elective (1 credit)

Electives (5 credits)

Fine Arts (1 credit)
 Elective (1 credit)
 Elective (1 credit)
 Elective (1 credit)
 Elective (1 credit)

Total (18 credits)

*Items highlighted in yellow have been completed.

** Entrance requirements and high school course recommendations should be obtained from the college or university the student is interested in attending.

Encounter Academy
Advanced High School Diploma Completion Plan

Math (3 credits)

Algebra I (1 credit)
 Geometry (1 credit)
 Algebra II (1 credit)

Science (4 credits)

Biology (1 credit)
 Chemistry (1 credit)
 Science Elective (1 credit)
 Science Elective (1 credit)

Social Studies (4 credits)

World History (1 credit)
 Government (.5 credit)
 Economics (.5 credit)
 Social Studies Elective (1 credit)
 Social Studies Elective (1 credit)

English Language Arts (4 credits)

Communications (1 credit)
 Literature Elective (1 credit)
 English Elective (1 credit)
 English Elective (1 credit)

Foreign Language (2 credit)

Foreign Language Elective (1 credit)
 Foreign Language Elective (1 credit)

Health & PE (1 credit)

PE & Health (1 credit)

Bible & Christian Discipleship (2 credits)

Bible/CD Elective (1 credit)
 Bible/CD Elective (1 credit)

Electives (6 credits)

Fine Arts (1 credit)
 Elective (1 credit)

Total (26 credits)

*Items highlighted in yellow have been completed.

** Entrance requirements and high school course recommendations should be obtained from the college or university the student is interested in attending.

Evaluation of Encounter Academy Senior High School Students

Person Evaluated: _____

Date of Completion: _____

Academic Behaviors & Responsibilities

Manages time well and works on assignments well ahead of due dates.	Always Occasionally	Most of the Time Never N/A
Organizes materials and assignments and maintains organization.	Always Occasionally	Most of the Time Never N/A
Regularly reviews academic content rather than relying on cramming for exams.	Always Occasionally	Most of the Time Never N/A
Takes notes while reading, listening, and studying.	Always Occasionally	Most of the Time Never N/A
Willing to learn from mistakes and move on with an optimistic outlook.	Always Occasionally	Most of the Time Never N/A
Tries to find answers and solutions for his or herself first before asking for help.	Always Occasionally	Most of the Time Never N/A
Studies and works on assignments even when they do not feel like it.	Always Occasionally	Most of the Time Never N/A

Relationships & Communication

Demonstrates greater interest in listening and understanding others than making known their own thoughts, feelings, and ideas.	Always Occasionally	Most of the Time Never N/A
Forgives easily and is not easily offended or angered by others.	Always Occasionally	Most of the Time Never N/A
Chooses to look for the good in others. Is not overly negative or critical when working with others.	Always Occasionally	Most of the Time Never N/A
Avoids gossip. Speaks well of others		
Maintains a good reputation in the community as consistent and others centered.	Always Occasionally	Most of the Time Never N/A

Career Preparation

Follows the policies and procedures of the ministry with a positive attitude.	Always Occasionally	Most of the Time Never N/A
Arrives promptly to activities prepared and in the proper dress code.	Always Occasionally	Most of the Time Never N/A
Works diligently at every task. Puts the needs of others and the ministry above personal comforts.	Always Occasionally	Most of the Time Never N/A
Refrains from complaining about assigned tasks. Completes work joyfully and willingly.	Always Occasionally	Most of the Time Never N/A
Submits to the authority placed over them joyfully and willingly.	Always Occasionally	Most of the Time Never N/A

Christian Character and Maturity

Displays the fruits of the spirit. (Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control)	Always Occasionally	Most of the Time Never N/A
Regularly participates with a Bible-believing church and takes time for daily personal devotions.	Always Occasionally	Most of the Time Never N/A
Possess a teachable spirit eager to learn and grow.	Always Occasionally	Most of the Time Never N/A
Secure in his or her position in Christ and desires to see others come to know the Lord.	Always Occasionally	Most of the Time Never N/A

In your opinion, what is one area in which he or she is doing very well?

In your opinion, what is one area in which you believe he or she can grow?

Other Comments:

Encounter Event Feedback Form

Date of form completion: _____ Event: _____ Date of Event: _____

Directions: Please highlight or circle a response to each question. Use the backside as needed. Responses may also be typed and stapled to this form. Turn in form to the Feedback Form Dropbox. Thank you so much for your input!

Did the event promote Christian discipleship and fellowship?	Yes No	Somewhat Undecided
Would you want to participate in this event again?	Yes No	Maybe Undecided
Was the event well-organized?	Yes No	Somewhat Undecided
Did the event help you grow spiritually, academically, socially, or physically?	Yes No	Somewhat Undecided

What is one thing that could have made the event better?

What did you like most about the event?

Encounter Travel Experience Feedback Form

Date of Form Completion: _____ Trip Destination: _____ Date(s) of Trip: _____

Directions: Please highlight or circle a response to each question. Use the backside as needed. Responses may also be typed and stapled to this form. Turn in form to the Feedback Form Dropbox. Thank you so much for your input!

Did the event promote Christian discipleship and fellowship?	Yes No	Somewhat Undecided
Would you want to participate in this travel experience again?	Yes No	Maybe Undecided
Was the event well-organized?	Yes No	Somewhat Undecided
Did the event help you grow spiritually, academically, socially, or physically?	Yes No	Somewhat Undecided

What is one thing that could have made the trip better?

What did you like most about the trip?

Evaluation of Encounter Academy

School Climate

People feel warmly welcomed while on the campus.	Always Occasionally	Most of the Time Never N/A
There is a spirit of unity and teamwork at the school.	Always Occasionally	Most of the Time Never N/A
Each individual is valued and included.	Always Occasionally	Most of the Time Never N/A
The tone of the school is optimistic and looks at challenges as opportunities.	Always Occasionally	Most of the Time Never N/A
The school is a place of creativity and innovation.	Always Occasionally	Most of the Time Never N/A
Behaviors are respectful, loving, and others centered.	Always Occasionally	Most of the Time Never N/A
High expectations are maintained and everyone is encouraged to be continually growing.	Always Occasionally	Most of the Time Never N/A
Knowing Christ and learning what it means to walk with Him is clearly the central focus of the school.	Always Occasionally	Most of the Time Never N/A

Academic Activities

Activities are well-planned and organized.	Always Occasionally	Most of the Time Never N/A
Activities are varied, creative, and engaging.	Always Occasionally	Most of the Time Never N/A
Activities encourage spiritual, academic, social, emotional, and/or physical growth.	Always Occasionally	Most of the Time Never N/A
Activities meet a wide range of needs and interests.	Always Occasionally	Most of the Time Never N/A
Involvement costs are reasonable and are not a hindrance to participation.	Always Occasionally	Most of the Time Never N/A
There is a strong and obvious spiritual emphasis in all activities.	Always Occasionally	Most of the Time Never N/A

Personnel

Encounter Academy personnel are friendly, helpful, and welcoming.	Always Occasionally	Most of the Time Never N/A
Personnel maintain order and discipline at the school as well as a positive climate.	Always Occasionally	Most of the Time Never N/A
Personnel model Christ-like character, are teachable, and are willing to listen and grow.	Always Occasionally	Most of the Time Never N/A
Personnel work diligently and to the best of their ability at each task.	Always Occasionally	Most of the Time Never N/A

Date of Completion: _____

Facilities

Facilities are safe and promote a good learning environment.	Always Occasionally	Most of the Time Never	N/A
Facilities are kept clean and promote good health.	Always Occasionally	Most of the Time Never	N/A
Facilities support learning activities well.	Always Occasionally	Most of the Time Never	N/A
Facilities encourage fellowship and refreshment for community members.	Always Occasionally	Most of the Time Never	N/A

In your opinion, what is one area in which Encounter Academy is doing very well?

In your opinion, what is one area in which you believe Encounter Academy can grow?

Other Comments:

Date of Completion: _____

Back to School Supply List

Please Bring the Following Items labeled with child's name on the First Day of Attendance.

FULL-TIME ATTENDING STUDENTS

General Supplies (1 set per student)

- Water bottle
- 1 - 1 in-binder (Explorers & Adventurers Attending Math & Literacy Class)
- 1 Dry Erase Markers (Scouts Only)
- 3 to 4 Bookmarks
- 1 Small Assignment Notebook (Explorers, Adventures, Senior HS)
- Vocabulary Dictionary - 1 Small Notebook (40 sheets min.) with lined or blank pages (Scouts, Explorers, Adventurers enrolled in Unit Studies)
- 1 Bible (in print)
- 1 Pencil Bag or Box
- 10 Pencils
- 2 Erasers
- 1 Pair of Scissors
- 2 Glue Sticks
- 1 Liquid Glue
- 1 - 12-in. Ruler
- 1 Pack of Crayons (Scouts & Explorers)
- 1 Set of Colored Pencils (Explorers, Adventurers, Senior High School)
- 1 Calculator (Students enrolled in Math Mastery 6, Math Mastery 7, or HS Math only.)
- 1 Protractor & Compass (Students enrolled in Math Mastery 6, Math Mastery 7, or HS Math only.)
- 50 Sheets – Loose-Leaf Lined Notebook Paper
- 1 Notebook
- Paint Shirt (Scouts, Explorers, Adventurers)

Academy Items (1 set per family)

- 2 rolls of toilet paper
- 1 bottle liquid hand washing soap
- 1 pack of printing paper (500 sheets)



ENCOUNTER ACADEMY 

Encounter Academy Handbook: Appendix L

PART-TIME ATTENDING STUDENTS

Academy Items (1 set per family)

- 2 rolls of toilet paper

General Supplies (1 set per student)

- 1 Pencil Bag or Box
- 1 Pair of Scissors
- 1 Glue Stick
- 1 Liquid Glue
- 1 Set of Colored Pencils or Crayons
- 4 Pencils
- 1 Eraser
- 1 Bible (Explorer, Adventurer, and Senior HS students attending Awana Club)
- Paint Shirt (Art and Unit Studies Student)



DISTANCE EDUCATION STUDENTS

General Supplies – Ensure each student has access to the same General Supplies mentioned previously at home.

Encounter Academy Parent Partnership

2022-2023

Every parent with an enrolled child agrees to the following commitments:

- **Cover one block of supervision for every 55 blocks of enrollment.** (Internship blocks and blocks in which the parent is providing an outside tutor are not included in the total count.)
- **Assist during IEB instruction for every 14 blocks of IEB enrollment.** (Internship blocks and blocks in which the parent is providing an outside tutor are not included in the total count.)
- **Pray for another Encounter family throughout the quarter.**
- **Complete Weekly Parent Assignments** (approximately 30 minutes of content to watch, read, or listen to each week of the quarter)
- **Pursue your own growth as disciples and ministry workers by continuing to study and engage in other soul nourishing activities throughout the quarter.**



Encounter Academy Weekly Schedule

	Tuesday	Wednesday	Thursday	Friday
Arrival (8:00-8:45)	Campus Devotions	Campus Devotions	Campus Devotions	Campus Devotions
Block 1 (8:45-9:55)	Scouts – M&L Class (\$1.00) Explorers – M&L Class (\$1.00) Adventurers – M&L Class (\$1.00) Senior HS – IEB (\$1.00)	Scouts – M&L Class (\$1.00) Explorers – M&L Class (\$1.00) Adventurers – M&L Class (\$1.00) Senior HS – IEB (\$1.00)	Scouts – M&L Class (\$1.00) Explorers – M&L Class (\$1.00) Adventurers – M&L Class (\$1.00) Senior HS – IEB (\$1.00)	Scouts – M&L Class (\$1.00) Explorers – M&L Class (\$1.00) Adventurers – M&L Class (\$1.00) Senior HS – IEB (\$1.00)
BREAK				
Block 2 (10:15-11:25)	Scouts – IEB (\$1.00) Explorers – IEB (\$1.00) Adventurers IEB (\$1.00) Senior HS – IEB (\$1.00)	Scouts - IEB (\$1.00) Explorers – IEB (\$1.00) Adventurers – IEB (\$1.00) Senior HS – IEB (\$1.00)	Scouts - IEB (\$1.00) Explorers – IEB (\$1.00) Adventurers – IEB (\$1.00) Senior HS – IEB (\$1.00)	Scouts - IEB (\$1.00) Explorers – IEB (\$1.00) Adventurers – IEB (\$1.00) Senior HS – IEB (\$1.00)
BREAK				
Block 3 (11:45-12:55)	Scouts – Unit Studies (\$1.00) Explorers – IEB (\$1.00) Adventurers IEB (\$1.00) Senior HS – HS Math Class (\$1.00)	Scouts – Unit Studies (\$1.00) Explorers – IEB (\$1.00) Adventurers – IEB (\$1.00) Senior HS – HS Social Studies Class (\$1.00)	Scouts – STEM/SS Class (\$1.20) Explorers – STEM/SS Class (\$1.20) Adventurers – STEM/SS Class (\$1.20) Senior HS – HS Science Class (\$1.00)	Scouts – Unit Studies (\$1.00) Explorers – IEB (\$1.00) Adventurers – IEB (\$1.00) Senior HS – HS English Class (\$1.00)
Lunch (1:00-1:35)				
Block 4 (1:35-3:15)	4:15-5:15 PM Online Homework Help	All Levels Physical Education & Health Classes (1 st & 3 rd Quarters) The Arts Group Classes (2 nd & 4 th Quarters) (\$1.20)	4:15-5:15 PM Online Homework Help (Online Homework Help also available Mondays) 1:15-5:15 PM	All Levels Awana Club (\$1.40)
Dismissal	Early Dismissal (1:45-2:00) Campus Closes 2 PM	Late Dismissal (3:15-4:15) Campus Closes 4:15 PM	Early Dismissal (1:45-2:00) Campus Closes 2 PM	Late Dismissal (3:15-4:15) Campus Closes 4:15 PM

IEB = Individualized Education Block - a time for students to work with teachers one-on-one, study in small groups, and work on Encounter Academy course assignments or assignments from a curriculum selected by the family

M&L Class = Math & Literacy Class - a time for learning, practicing, and applying math, reading, writing, and communication skills

Encounter Academy's Menu of Learning Activities

Individual Classes and Activities

Individualized Education Blocks

\$1.00 each

A teacher-supported 70-minute period designated for independent and small group reading, study, writing, and practice utilizing a curriculum of the family's choosing or Encounter Academy Course Packages. **All Levels**

Math & Literacy Classes

\$1.00 each + \$2.00 quarterly supplies fee

Puppets, music, rhymes, crafts, games, interactive read-a-loud, group challenges, scavenger hunts and more will grow your child's knowledge and skills in math, reading, and writing in these 70- minute classes. **Scouts, Explorers, Adventurers**

High School Math

\$1.00 attendance per class + \$10.00 enrollment for quarter

Earn one (1) high school math credit by completing all four quarters of a High School Math Course. Besides completing assignments and exercises, this class meets once a week to ask questions, participate in discussions, practice new concepts, and apply learning to the real world.

(Year 1: Geometry / Year 2: Algebra II) Senior HS

High School Social Studies

\$1.00 attendance per class + \$10.00 enrollment for quarter

Uncover the history of the world through the lens of a biblical worldview. From romance to war, slavery to rebellion, laugh, weep, and be amazed as the story unfolds. Students will read, study, view, and listen independently while gathering together weekly to debate, examine, and draw conclusions as a learning community. Earn one (1) high school social studies credit by completing all four quarters. (Year 1: American History / Year 2: World History / **Year 3: Government/Economics) Senior HS**

High School Science

\$1.00 attendance per class + \$10.00 enrollment for quarter

Students will explore everything from invisible cells to sky high volcanoes and all of God's glorious creation. The weekly class session is a time to make inquiries, form hypotheses, experiment, evaluate, and discuss. Earn one (1) high school science credit by

completing all four quarters. (Year 1: Biology / Year 2: Chemistry / **Year 3: Physics) Senior HS**

High School English

\$1.00 attendance per class + \$10.00 enrollment for quarter

Let yourself become immersed in classic literature and the gripping stories of men and women of the past who left their mark on the world. Sharpen your reading, writing, listening, and speaking skills. During weekly classes students will discuss literature pieces and their various elements. Together they will share writing, practice public speaking, and grow in foundational communication skills. (Year 1: American Literature / Year 2: English Literature / **Year 3: Communications) Senior HS**

High School Foreign Language Courses

\$10.00 per quarter

Students can study a wide range of foreign languages through Duolingo for schools. Enroll in this course provides students with weekly assignments and accountability along the way.

Adventures & Senior HS

The Arts Classes

\$1.20 attendance per class + \$2.00 quarterly supplies fee

Holiday spices, Christmas melodies, stunning creations, and dramatic performances will expand your student's artistic abilities through these hands-on 90-minute classes. Offered 2nd and 4th quarters. **Note:** This is a course for all ages, but Adventurers and Senior HS students can earn 1/4 credit per quarter if also enrolled in the corresponding *Encounter Academy High School Arts Course* **All Levels**

Health & P.E. Classes

\$1.20 attendance per class + \$2.00 quarterly supplies fee

Students develop coordination, flexibility, agility, and teamwork while also learning about how to properly care for the body, exercise safety precautions, and use polite manners as they listen, discuss, exercise, and compete. Offered 1st and 3rd quarters. **Note:** This is a course for all ages, but Adventurers and Senior HS students can earn 1/4 credit per quarter if also enrolled in the corresponding *Encounter Academy High School Health & Physical Education Course*. **All Levels**

STEM / Social Studies Classes

\$1.20 attendance per class + \$2.00 quarterly supplies fee

Follow the path from the dawn of civilization to modern day and discover how mankind learned how to overcome obstacles and achieve amazing feats by putting science, technology, engineering, and mathematics to work in the real world. Uncover the story of people down through the centuries and around the globe as they work, live, suffer, rejoice, and seek to find meaning in the Creator's story. This 75-minute class is full of experiences in viewing, listening, discussing, creating, and experimenting while learning about God, His world, and His purposes. **Scouts, Explorers, Adventurers**

Awana Club Meeting

\$1.40 per session + \$2.00 quarterly supplies fee

Each week at Encounter Academy ends with 90-minutes of exciting games, meaningful Bible study, scripture memory, praise and worship, and challenging messages for children and youth. Using the Awana curriculum as a guide, students learn about God, His word, and what it means to have a personal relationship with Him. (Purchase of Handbook & Uniform required) **All Levels**

Awana Course

\$10.00 per quarter

Students enrolled in this course complete the Awana book material which is filled with scripture memory verses, Bible studies, and learning about the church around the world. **All Levels**

British Literature - Travel Adventure Course

\$10.00 per quarter + Cost of Trip (May 24th to June 7th)

Students will spend the second semester studying some of the great authors of British Literature including Shakespeare, Dickens, Austin, and Lewis, before embarking on a 2-week stay in England visiting the villages and houses that inspired their writings as well as exploring other iconic landmarks such as the British Museum, Westminster Abbey, and Buckingham Palace. **Adventures & Senior HS**

Internship Experience Courses

\$10.00 per quarter

This course gives students the chance to earn high school credit through volunteer work at a church, non-profit organization, or business. Not only do these courses put a student's acquired knowledge and skills to work in a practical setting, but it is an opportunity to learn new things, receive mentorship, and explore different career paths. Students enrolled in an Internship Experience Course serve as a volunteer for a minimum of 20 hours. Students are able to earn 1/4 high school credit per quarter. **Adventures & Senior HS**

Student-Designed Exploration Courses

\$10.00 per quarter

This course is designed by the student. It allows students the opportunity to study areas of interest to earn credits towards graduation while being held accountable for their learning. Students are able to earn 1/4 high school credit per quarter. **Adventures & Senior HS**

Learning Expedition Trips

Entrance Fee Paid to Establishment + **\$5.00 Transportation**

On the fourth Thursday of each quarter, we travel to a nearby location to learn and discover outside of the Encounter Learning Center. Students are encouraged to really consider what they are hearing, seeing, reading, and experiencing through discussion, questioning, and connecting to prior knowledge.

All Levels

Community Days

Free

At Encounter we believe a school is far more than a building or program. A school is a community. Community Days are an opportunity for all Encounter Community Members to enjoy fellowship and receive encouragement while taking part in a variety of fun, seasonally themed activities. It is also an opportunity for students to put their learning into action and on display. **Encounter Community**

Senior High School Banquet

Meal Cost Paid to Restaurant + **\$2.00 Transportation**

Dress in your best and go out on the town with your school friends for a night of food, fun, photos, and lifelong memories. Adult supervision will be provided. **Senior HS**

California Achievement Test

\$35 Grades 2-9

Standardized testing allows parents and educators to see how a student is progressing as well as areas of strengths and weaknesses that need attention. Encounter Academy administers the California Achievement Test in the fall and spring. We recommend that students are tested yearly. **All Levels**

Full Time Enrollment Packages

These packages include full-time attendance (W & F, 8:45 AM to 3:15 PM and T & R, 8:45 AM to 1:00 PM for all 31 days of the quarter) + official enrollment in Encounter Academy Curriculum Courses (assignments are submitted to the Academy for grading and reporting). Learning Expedition Trips costs, textbooks, and supplies are not included.

Full-Time Student: Scout, Explorer, Adventurer

Full-time Christian school option for ages 6-15

\$147 per quarter

(\$73.50 per month/ \$588 per year)

Full-Time Student: Senior HS Students Enrolled in 4-6 courses

Full-time Christian school option for ages 15-18

\$172-192 per quarter

(\$86-\$96 per month/ \$688- \$768 per year)

Encounter Academy Course Enrollment

\$10.00 per course per quarter

Students can use the Encounter Academy Curriculum Guides submitting assignments to parents or guardians for grading, or they can officially enroll in the courses and receive Grading & Reporting Services. Enrolling in an Encounter Academy course means students submit their work to an academy instructor assigned to grade, provide feedback, and answer questions. Report cards are supplied at the end of each quarter. See the Encounter Academy Course Catalog.

Encounter Academy Course Guides

\$7.00 Complete Binder \$2.50 Printouts Free PDF

Encounter Academy Course Packages coordinate with the classes taking place on campus but can also be used at home for educating students. These courses provide families with easy-to-follow, biblically integrated lesson plans developed by experienced educators. We recommend using the courses in step with the Encounter Academy calendar, supplementing home education with campus attendance, and using our grading and reporting system for providing a balanced, consistent educational program.

Families enrolling students in Encounter Academy Courses will need a copy of the corresponding Course Guide for each course.

Encounter Academy Academic Calendar

The Encounter Academy school year is made up of four quarters. Each quarter has a duration of 8 weeks. There is a two-week break after Quarters 1 and 3, a three-week break after Quarter 2 (Christmas holidays), and a 10-11 week summer break after Quarter 4. Families register each quarter, signing up for the learning activities and courses of their choice.

2022-2023 School Year

Year	Term	Registration Deadline	Start Date	End Date	Reports Issued
2022	Quarter 1	5/6/2022	8/9/2022	9/30/2022	10/28/2022

Quarter 1	Activity	Date	Time
	Parent Orientation Mandatory meeting covering procedures and expectations for all parents of attending students (childcare provided on campus)	8/9/2022	1:30 PM - 2:30 PM
	Parent Workshop Time to learn and reflect on issues related to our own journeys as parents and cross-cultural ministry workers. Dinner Provided. Mandatory meeting for all parents of attending students (childcare not provided)	8/12/2022	5:00 PM - 7:30 PM
	Learning Expedition Day Destination: Mira Flores Museum & Mall	9/1/2022	8:45 AM - 3:15 PM
	Fall Community Day Location: Encounter Academy Learning Center	10/1/2022	2 PM - 8 PM

Year	Term	Registration Deadline	Start Date	End Date	Reports Issued
2022	Quarter 2	9/16/2022	10/18/2022	12/16/2022	1/20/2023

Quarter 2	Activity	Date	Time
	Learning Expedition Day Destination: La Azotea	11/10/2021	8:45 AM - 3:15 PM
	California Achievement Testing November 22-25 - Two days of two-hour testing sessions	11/21/2022 & 11/22/2022	9 PM - 11 PM
	Thanksgiving Break No learning activities this week except for CAT	11/22/2021 to 11/25/2021	
	Christmas Community Day Location: Encounter Academy Learning Center	12/17/2022	2 PM - 8 PM

Year	Term	Registration Deadline	Start Date	End Date	Grades Due
2023	Quarter 3	12/2/2022	1/10/2023	3/3/2023	3/31/2023

Quarter 3	Activity	Date	Time
	Learning Expedition Day Destination: Sky Zone	2/4/2023	8:45 AM - 3:15 PM
	Intermissions Conference Conference for missionary families in Panajachel. Campus closed Friday for the event.	2/24/2023	
	Spring Community Day Location: Encounter Academy Learning Center	3/4/2023	2 PM - 8 PM

Year	Term	Registration Deadline	Start Date	End Date	Reports Issued (digital)
2023	Quarter 4	2/17/2023	3/21/2023	5/19/2023	5/24/2023

Quarter 4	Activity	Date	Time
	Learning Expedition Day Destination: La Aurora Zoo	4/20/2023	8:45 AM - 3:15 PM
	California Achievement Testing April 3 rd and 4 th - Two days of two-hour testing sessions	4/3/2023 & 4/4/2023	9 PM - 11 PM
	Easter Break No learning activities this week except for CAT	4/4/2023 to 4/7/2023	
	Summer Community Day / Graduation Location: Encounter Academy Learning Center	5/20/2023	2 PM - 8 PM

Summer 2023	Activity	Registration Deadline	Start	End
	British Literature - Travel Adventure Course Students will spend a semester studying some of the great authors of British Literature including Shakespeare, Dickens, Austin, and Lewis, before embarking on a 2-week stay in England visiting the villages and houses that inspired their writings as well as exploring other iconic landmarks such as the British Museum, Westminster Abbey, and Buckingham Palace. Open to Adventurers & Senior HS.	12/2/2022	5/24/2023	6/7/2023