



APOLLO
ACADEMY

An Acton Affiliate

Family Playbook

Introduction

The "Acton Way" is best thought about as a game.

THIS PLAYBOOK IS INTENDED TO:

- Offer your family a valuable resource to return to when you have questions about how/why we do things a certain way.
- Clarify how we play this game. Clarify the agreements that we make as we play this game together. *Agreements are contained in the contracts that are made between learners, parents, guides, and owners.
- Offer a condensed overview of "The Rules of Apollo/ Acton" - or the guiding principles that allow everyone that plays to get the most out of their Apollo/ Acton experience.

Fast Facts

Studio Information

Studio hours: 8:00am to 3:00pm

Address: 1309 W Swann Ave Tampa, FL 33606

Website address: www.TheApolloAcademy.com

General Email address: Guides@TheApolloAcademy.com

Communication tool: Signal App

The Team

Beth Ann Valavanis, Founder / Community Ambassador: BethAnn@TheApolloAcademy.com

Nicholle Walton-Durban / Head of School: Nicholle@TheApolloAcademy.com

JoAnn Nolte / Director of Programs ELL Tampa: Esteamlearninglabs@gmail.com

Guide Angela / Discovery Guide: Angela@TheApolloAcademy.com

Guide Tiarah / Spark Guide: Tiarah@TheApolloAcademy.com

Guide Marshawna: / Assistant Guide: Marshawna@TheApolloAcademy.com

Please address any major concerns to Nicholle@TheApolloAcademy.com and someone will contact you to discuss your concern directly.

For any serious and immediate emergencies, you may call Beth Ann at 678.787.5446.

Throughout this playbook, we use learner, hero, student and child interchangeably.

The Hero's Journey

"A Hero is someone, who in spite of weakness, doubt, or not knowing the answers, goes ahead and overcome anyway." - Christopher Reeves

Our Mission:

To inspire each person who enters our doors to find a calling that will change the world, and build a community of like-valued families that desire to grow together.

Our Guiding Beliefs:

- We believe each of us is a Hero with a unique gift that can change the world.
- We believe in learning to learn, learning to do, and learning to be.
- We believe our school is a closely connected family of lifelong learners.
- We believe children are capable of constructing their own learning when given opportunities and clear guardrails.
- We believe each of us is on a unique journey and no one is ever behind, but where they need to be or choose to be.
- We believe clear thinking leads to good decisions, good decisions lead to the right habits, the right habits lead to character and character becomes destiny.

Philosophy of Operations:

There are three underlying values that drive every policy and system created for our community to function and achieve our mission:

- **Freedom for Families:** We believe parents, not schools, are in charge of their families and trust you to make your own choices for your families.
- **Sanctity of Studios as learning spaces for Learners only:** This includes basic safety, as well as, protections against interruptions, distractions, and the threat of lowering standards.
- **Sanctity of Parent / Child Relationships:** We will not come between you and your child.



What Apollo Academy is Not

- We are not a teacher-led classroom. We strive to be a learner-driven, learner governed studio. You may find that the guide seems to be doing nothing, but a lot is going on, and s/he is observing based on a robust framework! Our Guides are here to ENSURE SAFETY, are contractually committed to remain SOCRATIC and serve as Gamemakers with the goal to Inspire, Equip, and Connect the Learners who choose to play the game.
- We are not here to parent your child. We care about and love your child, and believe they are capable. We intentionally do not engage / help your child when we know they can do it. Often, we turn responsibilities back towards your child so that he/she can exercise decision-making and develop independence.
- We are not a "you can do anything you like" learning environment. Our studio functions as a place where learners can make choices and do as they like, within the given guardrails, boundaries and safety nets that are in place. The goal is to create ownership and build the studio together as members of a tribe/community with certain basic foundations and pillars.
- All players work together to build a powerful learning community. Together, this community upholds the mission of Apollo Academy: An Acton Affiliate. In order to play the game together effectively, each player (parents, learners, guides, owners} must agree to the following basic Rules of Play know as our Community Studio Guardrails and Honor Code.

The Players



Our Learners are at the center of it all and each player will do their best to uphold their role in relation to the Learner (described in contracts on following two pages). To be certain that each player fully understands their role, they are outlined and agreed to through a series of contracts. This way, all players understand their role and can clearly see the role of other players as well.

Each player will sign their agreements prior to the second session of the academic year.

COMMUNITY GUARDRAILS

These are guardrails that are in place to ensure that the learners are free to struggle, grow, and work in an environment that IS and CAN remain an Acton Academy.

A SACRED STUDIO IS CREATED THROUGH OUR COLLECTIVE AGREEMENT TO STUDIO GUARDRAILS;

- Practice Stewardship: The careful and responsible management of something entrusted to one's care. In its' simplest form – treat our space and tools with care and respect.
- Show Respect & Kindness, even when tough-minded accountability is required.
- Practice Intentional Growth: Do not distract, and minimize distraction

THE PURPOSE OF THE HONOR CODE IS TO OUTLINE THE HIGHEST STANDARDS & BOUNDARIES OF OUR COMMUNITY;

- I will not bully, harass or invade others' privacy.
- I will not lie or cheat on work.
- I will not steal or vandalize school or others property



NOTE: If any player does not agree to these basic Rules of Play, this may be an indication that this is not the game or place for them. If you have questions, please speak to Nicholle

Parent Contract

As Parents at Apollo Academy:

1. We long for our Hero to discover a calling that will change the world, as promised in Apollo Academy's mission. We will allow our Hero to fail early, cheaply and as often as necessary without intervening, and in the event our Hero struggles, we will refer to the Hero's Journey for Parents note for counsel before reacting and follow the clearly defined process for supporting.
2. We welcome Apollo Academy as a self-paced environment where Heroes run the studios through the delegation of certain rights by owners and parents, with access to dozens of experts and resources, allowing Guides to focus on challenges and questions.
3. We will celebrate our Hero's progress in earning Weekly Points and Badges according to the Hero's, and act if needed to: remove distractions like gaming, video or social media; lessen resistance or overcome feelings of victimhood so our Hero can soar.
4. Further, for our own Hero's Journeys as parents;
5. We will remain lifelong learners and each will have an active learning project (such as a book or self-improvement project) at all times to discuss with our children.

6. Our family will develop and post a Family Plan by September 15th and have Family Meetings at regularly scheduled intervals.
7. At least one of us will attend at least two of the monthly Coffee Connects each year, where Socratic discussions will focus on our Hero's Journey as parents.
8. We will deliver our peacocks to campus before 8:20 am and understand peacocks who arrive late may not be able to participate in that morning's activities and a parent must wait with them until the morning launch has concluded.

Guide & Hero Contract

As a GUIDE, I promise to:

1. Deliver on Apollo Academy's promises to heroes and parents.
2. Remain Socratic at all times.
3. Provide challenges, mileposts, rewards, and guardrails to inspire and equip our heroes.
4. Present processes, frameworks, examples, recipes, and hard questions for heroes to use.
5. Allow heroes to learn from failure and natural consequences, when necessary.
6. Hold up a mirror so heroes can see themselves (and their impact) and insist they live up to the promises they have made to each other, parents, and guides or explicitly agree to lower the standards of the community.
7. Affirm each hero's gifts, listen to heroes and praise their effort (with growth mindset language), especially when the path is difficult.
8. Celebrate as heroes take on more and more of a guide's responsibilities as they move from being an Independent Learner to Running Partner, Socratic Leader, Project Leader, and Organization Leader.
9. If I fail to deliver on these promises, I invite heroes to comment on the surveys, which are taken very seriously by all guides and the owners of the school. Guides who continually fail to uphold these promises will no longer be allowed to serve at Apollo Academy.

As a HERO, I promise to:

1. Choose kindness & respect, even when tough-heartedness is at play.
2. Work hard and play hard.
3. Make courageous choices.
4. Develop a hero's mindset and resist the Victim's mindset.
5. Be conscientious about what I commit to, keep my promises, admit honestly when I don't, and accept the natural consequences of my actions.
6. Do my best to uphold the Basic Rules of the Apollo Game & work to help my fellow learners do the same.
7. If I fail to deliver on these promises, I understand that guides may change the studio incentives, or I may suffer natural consequences, which will be laid out in advance. These may include being separated from the community, being asked to stay home for some period of time or even being asked to leave the community.

Our Signature below indicates that we have reviewed, understand, and intend to keep our Commitments to Ourselves, each Other, and the Community;

Parents:

Guides:

Hero(s):

GAME SETUP



WHAT TO BRING

Headphones (please label these). Computer Mouse & Mouse Pad, if desired. These items can be kept in the cubbies so they are not carried to/from school each day.



Water Bottle. We have filtered water in our studio and water bottles can be refilled. Cups are NOT provided. NO OTHER BEVERAGES are allowed in the Studio's as to best protect the equipment, supplies, and tools.



Healthy Lunch & Snacks. We do not have access to a refrigerator or microwave.



ARRIVAL PROCEDURE

Arrival starts at 8:00 am and learners need to be dropped off by 8:20am. Our morning launch/ circle time is at 8:20. The carpool lane opens at 8 am. Please do not line up prior to 7:55am.

We ask that you stay in your car and refrain from socializing with the guides in order to make this process go as quickly as possible for all involved. Our focus is to get learners safely into the studio and get parents quickly through the carpool line. Once safely inside, learners sign themselves in, then choose how to spend their remaining time until we launch our day at 8:20 am.

Learners arriving late (after 8:20pm) will need to wait outside with a Parent until Circle Time has ended (8:40pm) at which time they will be invited to join the studio. The Guides will NOT interrupt circle time to let in late learners, so please plan the time needed to wait with your learner if arriving past 8:20am.



DISMISSAL PROCEDURE

Dismissal is at 3:00 pm. Please wait in your car and follow the carpool lane for efficiency and safety. If you are more than 15 minutes late, then you will be charged for drop-in aftercare at \$25.

If you are picking up your child at any time other than dismissal, please park and wait near the main school entrance, then send a message on **a private family signal group that contains the hero's caregivers, all guides (Marshawna, Tiarah and Angela) and head of school (Nicholle)** notifying you are waiting. A HERO MUST NOT LEAVE CAMPUS WITHOUT CONFIRMED ACKNOWLEDGMENT BETWEEN THE PARENT AND GUIDE.

Your child should be confident and knowledgeable about the people who are allowed by you to drive him or her home and, if it changes daily, who to expect them each day. We suggest you make it part of your good-bye routine in the carpool line to remind your hero who will be retrieving them in the afternoon. The guides will only follow the designated arrangements per the Approved Carpool Form (see below), so please be as specific as possible.

For families that carpool, please fill out the [Approved Carpool Form](https://theapolloacademy.com/carpool) (<https://theapolloacademy.com/carpool>). If carpool arrangements change, it is each family's responsibility to complete a new form with updated information. If there is no Approved Carpool Form on file, then Apollo Academy guides will only release the child to their caregivers on file in the enrollment forms.

Electronics Policy

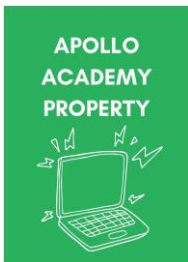


With a world of distractions, it can be difficult to take time to wonder, discover, and experience things that help one find their passions and start on their personal Hero's Journey. We feel that empowering heroes to use technology well will set them up for a lasting life-balance now and in the future. This challenge is one that we feel passionately about, and we aim to help equip you as we navigate it together. In short, we feel it is most beneficial for heroes to use electronics as "tools not toys," but we encourage your family to be mindful, do research and determine how electronic devices can best serve the family that you are purposefully building.

All materials used at Apollo are to enhance education and not for entertainment purposes. This is the standard that will be upheld (and returned to) when there is a question. Apollo Academy is a "video game and recreational video viewing FREE" campus. This standard is set & upheld based on much thought, testing, and research. We feel confident that in upholding this ideal we are taking a step towards improving the safety and health of our sacred learning environment.



Parents are encouraged to thoroughly investigate which social media outlets they feel are appropriate for their hero to utilize. Google Hangouts is considered social media, and conversations about how to appropriately use it are encouraged. Limiting distractions from social media has been linked to more productivity in the studio and in life, as well as decreased risk of anxiety & depression. This is a personal family decision that must be discussed and addressed at home. During school hours, Chromebooks and phones shall not be used for personal social media use.



Utilizing advanced online core skills learning platforms is an integral part of our studio learning. Apollo Academy provides a laptop (or functioning equivalent) for daily in-studio use. These are the sole responsibility of the hero to care for. Each hero is expected to have a charged, fully-functioning device each day for core skills (and other research). If any part of the school campus is damaged by a hero, he or she will assist in the cost of the repair. Learners are responsible for providing their own headphones & a computer mouse/pad, if desired.



All laptops/devices in the studio have safety measures enabled. Safe Search or another program that has at least the same level of safety measure will be enabled on all devices.

Learners may bring phones to school; however, during school hours, cell phones and personal technology must be kept in a backpack at all times. Apollo Academy is not responsible for what learners view on their personal technology. The school is not responsible for misplaced or damaged electronic devices brought on campus.

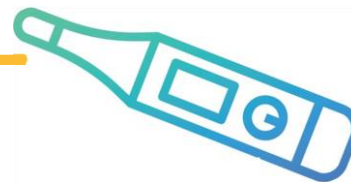
Health Policies

HEALTH FORMS & SCREENINGS

Please provide a copy of your child's birth certificate and health/immunization records or state exemption from your pediatrician's office in case emergencies. This info is requested to be uploaded on the Enrollment Form (<https://theapolloacademy.com/enroll>). Upon admission to Apollo Academy, each family assumes the responsibility for vision, hearing and spinal curvature screenings.

MEDICATION

Should a learner need medication during the day, parents must hand the medicine and instructions to a guide. For prescription medicine, please send the medicine in the original container from the pharmacy with the child's name on it and a dated note listing the times and amounts to be given that day. Staff will not administer medication, internal or topical, unless it has been submitted by the learner's caregiver. In case of an emergency, staff will contact 911, then contact the family. We have minor first aid materials that may be administered by a guide.



WHEN TO KEEP YOUR CHILD HOME

If your child develops any of these symptoms while at school, we will call you immediately to pick up your child;

- Do not send your child to school if they have had a fever (temperature of 100 degrees F or higher) within the last 24 hours.
- Do not send your child to school if they have vomited within the last 24 hours.
- Do not send a child to school if they have had diarrhea in the last 24 hours.
- Children diagnosed with Strep, Pinkeye, or any other bacterial illness must stay home until they have been on antibiotics for a minimum of 48 hours.
- Do not send your child to school with severe cold symptoms which may include: a constant runny nose, especially with abnormal color or consistency (this is especially important if your child is unable to use a Kleenex by him/herself), nasal or lung/chest congestion, coughing that is constant or persistent, or recurrent sneezing that is not allergy related.
- Do not send your child to school with untreated head lice, nits, scabies, etc.
- Do not send your child to school with an atypical rash until a physician has examined the rash and has cleared your child to return to school.
- If your child is not feeling well in the morning, please observe them carefully before sending them to school and risking the health of the others. Take their temperature. Children must be free of symptoms for 24 hours before returning to school.



ILLNESS POLICY

A learner with any of the following symptoms must be isolated and the parents notified and asked to remove the learner from school as soon as possible:

- Fever of 100.5 F
- Unusual yellow color to skin or eyes
- Diarrhea
- Stiff neck or headache
- Vomiting (with one or more of the symptoms listed above)
- Nausea
- Difficult breathing or wheezing severe cough
- Complaints of severe pain

PHYSICAL ACTIVITY

Students will participate each day in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, gross-motor development and fitness.

Activities will take place both outdoors and indoors throughout the day. Parents agree that their children are physically able to participate in all activities and understand there is an assumption of risk required in order to participate.

Exceptions must be discussed with the staff and documented by a physician.

ATTENDANCE

Although Apollo Academy is supportive of meaningful absences and understanding of unavoidable absences, it is ultimately the learner's responsibility to fulfill their goals and projects due to absences.

Parents need to be aware that Apollo Academy's curriculum includes some group work and class discussions, both of which are impossible to recreate or replicate. Your child is responsible for their goals and quest responsibilities. If they are not in attendance (or know that they will be gone), they should arrange in advance how to move forward with their group.

For unexpected absenteeism, such as a child wakes up and is ill, please send a message via your Family Signal group.

For Step Up Scholarship recipients, please be aware and follow the attendance requirements to remain in good standing.

SCHOOL CALENDAR

Apollo Academy follows the Acton 11-month calendar with session breaks in between each session. A Calendar will be provided at the beginning of each year and / or emailed to each Family upon confirmation of enrollment. The calendar can also be found in the Parent Folder.

COMMUNICATION IS KEY

"...stop thinking of yourself as the manager of kids' education, and start seeing yourself as their consultant: someone who gives advice, shares expertise, and provides resources while remaining fundamentally detached from the specific outcomes of this process." -Blake Boles

PARENT GOOGLE FOLDER

We understand, for many of us this is a new way to approach learning and even how to support our learners. So we are committed to arming Parent with the tools they will need in order to be successful. All will be available via our Parent Google Folder.

This is the central hub for all information. Links to important information, calendars, and community updates are housed here. In addition, our Parent Resources and special community program details are posted each week.

PARENT SIGNAL GROUP

We use a private Signal group to share and communicate as a community. Guides will frequently post photos and highlights of our day. Only parents will be allowed to join this closed group. Parents are also able to post comment and share as necessary in this group.

CONTACTING GUIDES

Because guides move between studios and have contact with all learners, communication with parents is through the common Guides email. All communications should also "CC" the Head of School and Individual Guide's email. If you wish to direct your communication to a particular guide, simply address your note to him or her (example- ATTN: Ms. Wendy) but use the common email address. The information on the emails is kept strictly confidential between you and the guides & owners.

WHEN TO CONTACT A GUIDE

- Early pickup/absence
- To request a journey review meeting
- To arrange a studio observation
- Emergencies

IMPORTANT COMMUNICATION PROCESS & PROTOCOLS

- To ensure we avoid triangular conversations, and ensure transparency and accountability, all communications with Guides should include Head of School. CC all parties in email and ensure all parties are included in the Family Signal group.
- Be prepared: Guides are Socratic and rather than answering questions may ask you questions and refer you to resources to help you.
- You should review this handbook (or other studio procedures before sending an email, as that is likely how you will find your answers anyway}.
- Please understand that we will not be available to talk beyond casual pleasantries with you during the morning drop off, during school, or afternoon pick up times. Please avoid asking guides questions at drop off or pickup. Guides will be in "guide mode" at all times while on campus.

Whole Child Development

Learning does not happen in a linear fashion- its squiggly, curvy and sometimes even circular. You may not see concrete evidence of growth and learning in the first few months, but like a seed, the roots are growing and the foundation is forming for visible growth ahead.

As an Apollo Academy parent, WATCH FOR IMPROVEMENT & PROGRESS IN YOUR CHILD'S OVERALL DEVELOPMENT. Be on the lookout for growth in the following imperative skills:

Learning to Be & Learning to Learn

- Think, speak, and write clearly.
- Persuade others that your course is the right one
- Goal setting and tracking
- Making peace
- Time management
- Finding joy
- Taking responsibility for actions
- Navigating gray area (when something seems unclear)
- Define problems without a guide
- Quickly assimilate needed data from irrelevant info
- Organized workspace
- Socratic discussion participation
- Meeting deadlines
- Being a friend
- Keeping promises
- Being a proactive team member
- Project planning
- Take initiative and work independently
- Ask hard questions, which challenge prevailing assumptions
- Finding focus
- Following a schedule
- Holding to Studio Contract Guardrails
- Communicating clearly
- Persevering through struggle
- Self-motivation
- Modeling kindness
- Understanding instructions (written/verbal)
- Creativity

ASSISTANCE FROM GUIDES AND STAFF

Acton learners are encouraged to discover their own solutions to academic challenges. If a learner has exhausted their options to understand an academic concept, they may ask a guide for assistance, which will be given through a series of leading questions and demonstrations.

Guides provide Socratic support and assistance to our learners, but will not be one-on-one tutors.

STANDARDIZED TESTING

We do NOT believe that standardized testing is a critical component of a quality, meaningful education; however, they may offer guides and parents some useful data. If you would like your learner to complete the IOWA standard test (only available for ages 8+), then you may pay the \$150 fee per test per learner for us to administer it. These tests are provided only to watch for patterns of progress over time. The information may be helpful for your family, but does not necessarily dictate any changes in the academic plan that your learner is using at Apollo. These assessments are given unannounced once per year. Step Up Scholarship recipients who require a standardized test will not have to pay for the test annually.

INDIVIDUALIZED EDUCATION PLAN

The Acton Academy learning model is not well-suited to support children with certain learning struggles or behavioral challenges. When a guide recognizes that a learner is not reaching their full potential or is showing signs of a learning challenge, a letter will be sent to the child's parents outlining the schools' concerns and recommendations for further assessments. The school, parents, and learner will determine appropriate accommodations and/or interventions to meet the needs of the learner in an inclusive setting.

Apollo Academy does not offer Individual Education Plans & subsequent resources & support (IEP, as defined by the State/Public schools). As a small school, we do not have access to a school counselor, on campus nurse, or special education coordinators. If guides encounter social or emotional needs that may require additional professional support, observations will be provided to parents via email and/or in person, and a suggestion for outside support will be given. It is our ultimate purpose to best service every learner, thus we acknowledge when a child may need additional services. However, if it is determined that a learner's individual needs interfere with the overall learning community (and studio functionality), the learner may be asked to leave Apollo Academy.

SAFETY AT SCHOOL

- The entire staff undergoes a Level II background screening and completes the Florida private school fingerprinting requirements.
 - The entire staff will be trained in first aid and cardiopulmonary resuscitation (CPR).
 - We perform fire & safety drills.
 - We discuss safety as a community in Session I (i.e. What to do in an emergency, if someone gets hurt, etc.)
 - "Safe zones" are outlined and explained to learners during Session I.
 - NO firearms or weapons shall be allowed within any building or upon any person located on the premises, excluding federal, state or Local Law enforcement officers.
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STUDIO CAMERAS & PHOTO WAIVER

As part of the Acton Academy Trademark License agreement entered into between Apollo Academy and Acton Academy, it was stipulated that NEST live video feed capabilities be installed in the interior of the school. All Acton schools across the nation are linked to provide accountability, share best practices, and ensure high quality services. Parents acknowledge the use of the NEST Camera system. Occasionally we use photos of our learners on the newsletter, school displays and projects, blogs, school Facebook, school Instagram, or the school website.

Media waiver is included within the Enrollment Form ([https:// theapolloacademy.com/ enroll](https://theapolloacademy.com/enroll)).

SENSITIVE ISSUES

Please be sure to communicate any sensitive issue or special family circumstance to us in order to document and ensure your child's wellbeing.

If your religious beliefs do not include a school practice or holiday celebrations, please notify us via [Guides@ TheApolloAcademy .com](mailto:Guides@TheApolloAcademy.com) and your Family Signal group chat.

FIELD TRIPS

Off-site activities will be organized within the sessions relating to the Quests. Parents are encouraged to join us. Trips will be announced at least one month in advance. Additional fees may be required. For 22-23, we took four fieldtrips. Two required an addition fee of \$15-20 per learner and two did not require an additional fee. Fieldtrips support our quest learning.



NON-DISCRIMINATORY POLICY

Apollo Academy values, respects, and benefits from the unique identity of each learner and community member, regardless of age, ability, gender, race, religion, sexual orientation, ethnicity, or socioeconomic status. As an intentional learning community, we expect all faculty, staff, administrators, parents, and caregivers to embrace and foster this inclusiveness.

WITHDRAWAL

Parents must notify Apollo Academy in writing their desire to withdraw their child 30 days in advance.

Tuition will be charged until the child is formally withdrawn. If a child is withdrawn without notification, parents are obligated to pay a full month's tuition, with no refund for unused funds. Deposits provided at the start of the year will not be refunded for early withdrawal.

DISMISSAL/TERMINATION OF ENROLLMENT

Apollo Academy reserves the right to dismiss any child at any time, with or without cause and without notice. Such a decision would be based on whether it is in the best interest of that child, the other children in the studio, or the overall operation of the classroom. We will make every effort to correct a problematic situation before a final decision is made. The school does not have to give notice when terminating enrollment of a child. If enrollment is terminated, registration fees and other fees are non-refundable regardless of the reason for termination

STUDIO OBSERVATION

We welcome parents to visit and observe the studio experience to gain further understanding of the learning journey. The studio, however, is a very special environment for the learners, and we want to protect their personal space and privacy. The following guidelines will help ensure that the studio experience does not become diluted by interruptions.

TO SCHEDULE, please contact the Studio Guide per communication protocol and confirm a date for observation. Please inform your child that you will be visiting to observe and that you will just be watching the group at work.

When you arrive, text the guides via Your Family Signal Group so they can let you into the school.

During your observation time, you may quietly greet your child, and then find a comfortable place to sit. Enjoy taking it all in! Please do not initiate interaction with your child, the guide, or other learners. If a learner initiates with you, it is fine to interact. But keep it simple.

Parent visitors are asked to abide by the Socratic method, never providing answers to their child or other learners. If you are visiting for lunch/free time, you may informally interact with your learner and others who engage with you. When you are leaving, please say a quiet good-bye and make a quick departure.

WEEKLY SURVEYS

As part of our commitment to families, each family will receive feedback surveys. Your responses will be kept anonymous. We ask that you guide your child to provide helpful input rather than anything personal about another learner. The summary of these surveys will be shared with Acton families and guides periodically. By sharing the results, we uphold our shared value of transparency and accountability to you. The online survey is a place for constructive input and suggestions for how we can better serve your family. The link to submit a survey will be emailed to you weekly.

SURVEYS

Participating in the Acton quarterly survey is not required but greatly appreciated! To remain affiliated with Acton Academy, we must have a yearly average of 4.5 or higher. In addition, we will from time to time send Community and Guide Surveys. Your feedback helps us be the strongest community possible. We ask that you include your child in the survey process.

Venting and overly critical comments or nonspecific reviews do not add value to the survey process. Giving specific ideas and suggestions on how to make the school better is greatly appreciated!

PARENT MEETINGS

We host monthly parent-only Coffee Connects. Part of the Parent Contract includes the commitment for one parent from each family to attend at least two of these meetings each year. These meetings are designed to keep a pulse on our community, discuss how we can improve upon fulfilling the vision for our school and build meaningful relationships.

PARENT/FAMILY SOCIALIZATION



Feel free to socialize! We want our parents to be highly involved in creating a positive community of family support and friendship. As a small school we will offer occasional gatherings, but feel that each family can positively contribute by planning their own activities/gatherings and reaching out to the Apollo community for comradery. A family directory is compiled and shared (with permission) for your convenience. Additionally, the Signal's group can aid in getting the word out about Apollo Academy Parent/Family events.

EXHIBITIONS

One of the most fun parts of being an Apollo parent is attending the EXHIBITION OF LEARNING!

Exhibitions occur at the end of each session AND are 100% learner-led planned and prepared performances. These events provide learners the opportunity to practice the art of presentation and share a real-life demonstration of what they've learned over the previous 4-6 weeks.

We encourage you to bring your entire families to these events (grandparents love them too!) to celebrate our learnings!

PARENT COWORKING SPACE

We told you we are a different kind of school. We are outside-the-box thinkers and are proud to offer this forward-thinking solution for parents who can work remotely or have a long commute. We offer a parent coworking space that looks out to our playground and offers wireless internet. There may be additional fees associated with this service, so reach out to Beth Ann if you'd like more information.

TUITION

Tuition pays for a hero's space in the studio, and since another hero cannot fill that spot for occasional absences, tuition is not prorated or discounted due to illnesses, personal vacations, observed holidays, inclement weather, school canceling due to imminent or unforeseeable acts of God that may pose a threat of any kind.

Tuition payments are set up on auto-payment and paid in advance of each month on the first business day of the month. Rejected autopayments will incur a \$50 charge to resolve the issue.

Non-payment of tuition is grounds for immediate dismissal from the studio.

YOUR ACTON JOURNEY

The life of an Acton parent is not always easy, as we are committed to let struggle help our children to grow and become independent and confident learners.

As such, Apollo Academy has a deep core belief that parents need to also be diligent in being on their own journey.

While this can take on many forms, we strongly encourage that you continue to read and study the Acton suggested books as part of your growth. The more you learn about why we chose Acton Academy and why our systems work, the more meaningful this journey will be for you.

You will be better able to notice the "small" victories and feel confident in your hero's (and your own!) ability to find a calling and change the world

We think this goes without saying, but just in case...

BEHAVIOR EXPECTATIONS FOR ADULTS

- While on campus or interacting with members of the Apollo Academy community, all adults are expected to adhere to the following values: respect, calm communication (no yelling or cursing), compliance with this Policy & Procedures Handbook, no harassment, and absolutely NO alcohol, tobacco, or drug use. If adults engage in inappropriate behavior, they will be:
 - Informed that their behavior is inappropriate.
 - Requested to stop.
 - Requested to leave school premises if appropriate.
- Any faculty or staff member may refuse to place a child in the care and custody of an adult who appears to be under the influence of drugs or alcohol. If inappropriate behavior continues, the school reserves the right to prohibit visits to the campus and/or reconsider the
- enrollment of the child(ren) in the school.

SCORING THE WINNING POINT

"The Cave you Fear to Enter holds the Treasure you seek." - Joseph Campbell

What is the point in providing your child with a world-class education if you do not come out of it with stronger bonds and solid relationships?

The Winning Point is to truly grow as an individual, a family, and to be your child's #1 fan in this game called life. How?

Work to remove fear from your parenting by "drilling down to the Why?" Not sure what this means? Beth Ann would love to chat with you about this.

Be on your OWN journey! Your privilege is to enjoy growing next to your child! Have a project. Share your excitement with your child - they will follow your lead.

See the genius & the hero. We define heroes as: Someone who gets up every time they fall. This truly heroic approach to life is absolutely enough to change the world for good.

The Result: Peace in knowing that your child (like you!) is working to do the best they can with the knowledge they have. You have a clearer picture of their divine, unlimited potential, and you can more readily trust them. Your family grows...and grows together!

Foundational Books

- Courage to Grow by Laura Sandefer
- UnSchooling Rules by Clark Aldrich
- The Power of TED by David Emerald
- Choice Words: How Our Language Affects Children's Learning by Peter Johnston
- Mastery: The Keys to Success and Long-Term Fulfillment by GB Leonard
- The Talent Code by Daniel Coyle
- An Ethic of Excellence by Ron Berger
- Montessori: The Science Behind the Genius by Angeline Stoll Lillard
- A Thomas Jefferson Education: Teaching a Generation of Leaders for the Twenty-First Century by Oliver DeMille
- Work Rules by Laszlo Bock
- The Self-Directed Child: The Science and Sense of Giving Your Child More Control Over Their Lives by William Stixrud and Ned Johnson
- Empower: What Happens When Heroes Own Their Learning by John Spencer and A.J. Juliani
- Fires in the Mind: What Kids Can Tell Us About Motivation and Mastery by Kathleen Cushman

Important Books

- The End of Average by Todd Rose
- 12 Rules of Life by Jordan Peterson
- Frantic Families by Patrick Lencioni
- Tribe by Seth Godin
- The Collapse of Parenting by Leonard Sax
- Grit by Angela Duckworth
- Mindfulness by Ellen Langer
- The War of Art by Steven Pressfield
- E-Myth by Michael E. Gerber
- Antifragile by Nassim Taleb
- Ungifted: Intelligence Redefined by Scott Kauffman
- Designing Your Life: How to build a Well Lived and Joyful Life by Bill Burnett and Dave Evans
- He, She, We and Inner Work by Robert Johnson
- Education for Judgment: The Artistry of Discussion Leadership by C. R. Christensen, D. A. Garvin, and A. Sweet
- Opening Minds: Using Language to Change Lives by Peter Johnston
- Mindset: The New Psychology of Success by Carol Dweck
- Nurture Shock: New Thinking About Children by Po Bronson and Ashley Merryman
- The Power of Moments by Chip and Dan Heath
- Flow by Mihaly Csikszentmihalyi
- Difficult Conversations: How to Discuss What Matters Most by Douglas Stone, Bruce Patton, and Sheila Heen
- Build a School in the Cloud (TED talk by Sugata Mitra)
- Seven Habits of Highly Effective People by Steven Covey
- The Coddling of the American Mind by Greg Lukianoff and Jonathan Haidt