



Dear RMAHL Homeschool Parents,

Thank you for selecting Ra Messu-t Academy of Higher Learning L3c (RMAHL) homeschool co-op/microschool. We are confident that your child will feel at home and get the social emotional support he or she needs to excel in school and life.

RMAHL's primary goal is to offer your child a safe, fun and enriching scholastic environment where children feel comfortable to grow in their unique personalities. Through our proprietary personality assessment, children develop positive self-esteem while enjoying the scholastic process.

Communication is the key to a successful program. If you have any questions or concerns throughout the year, please do not hesitate to contact your School Director by phone at 773-675-4452 or by email, mamadionne@ramessut.org info@ramessut.org. Your input ensures that we are meeting every family needs.

Once again, welcome to RMAHL homeschool! Please keep this handbook to use as a guide throughout the school year.

Yours truly,

Ra Messu-t Academy of Higher Learning L3c (RMAHL) Team

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1. Program Overview

A. School Description

RMAHL aims to empower students through an individualized academic program, utilizing ancient African developmental concepts, such as the Empowerment Centered Method. Our curriculum is based on the State of Illinois core standards and tailored to each child's unique needs.

B. Mission & Philosophy

We believe that all children can excel academically when given the right support. By fostering an environment that emphasizes positive self-esteem, respect, and growth, we ensure that each child's potential is fully realized.

C. Parent Rights

As a parent-centered school, we respect and honor your right to make decisions for your child's education. We provide a non-political, non-religious, and non-partisan environment to ensure that educational decisions are guided by your family values.

D. Purpose

Our purpose is to create an environment where children can explore their interests, build friendships, develop confidence, and gain essential academic and life skills.

E. Statement of Non-Discrimination

RMAHL does not discriminate based on race, disability, religion, cultural heritage, sexual orientation, national origin, or primary language spoken. We are committed to providing equal opportunities for all children.

2. Daily Program Procedures

A. Attendance & Tardiness

School hours are from 7:45 AM to 3:30 PM. If a student arrives after 10:30 AM due to an appointment or emergency, they will need to provide a doctor's note, if possible. Late arrivals after 10:30 AM will not be admitted.

B. Child Release & Pickup

Children will only be released to authorized individuals with proper photo identification. Parents must notify the school of any changes to the pickup list.

C. Aftercare Policy

Aftercare runs from 3:45 PM to 5:30 PM. The aftercare fee is \$30 per day or \$120 per week. A \$5 late fee will be charged for every minute past 5:30 PM, and an Incident Report will be filed if the child is picked up more than 15 minutes late.

D. Lunch & Snack Policies

RMAHL provides a vegetarian lunch and vegan options for students with dietary restrictions. Parents should send a non-perishable snack for their child each morning. Water bottles should be brought daily.

E. Uniform & Dress Code Policy

All students must adhere to the RMAHL uniform code. Flip-flops, crocs, and inappropriate clothing (e.g., gang-related or political attire) are prohibited. Hair color should remain natural, and wigs are not permitted.

F. Textbook Policy

Textbooks and other instructional materials are provided to students. These materials must be returned in good condition at the end of the academic year.

3. Tuition and Fees

A. Tuition Policy

The monthly tuition is \$750 per child, with a discount for additional children. Tuition is due on the 1st of each month, with a 5-day grace period. Late fees will apply after the grace period, and non-payment after 15 days may result in the student being excluded from school until payment is made.

B. School Fees

An annual fee of \$800 covers textbooks, subscriptions, and other operational costs. This fee is due by October 1st each year.

C. New Student Fees

A \$2000 fee applies for new students or those returning after a 30-day absence. Payment plans may be available upon request.

4. Policies & Code of Conduct

A. Discipline Policy

RMAHL maintains a structured approach to student behavior, encouraging positive actions. If a child engages in inappropriate behavior, steps will include verbal warnings, time-outs, loss of privileges, and, if necessary, a meeting with parents. Repeated incidents may result in suspension or termination.

B. Attendance Protocols

Students must maintain consistent attendance. Absences due to illness, appointments, or family emergencies should be reported promptly. Students returning after an absence must provide a note from a parent or doctor.

C. Excused Absence Policy

Absences will be excused for medical reasons, family emergencies, or other valid circumstances. Unexcused absences may result in a review of the student's attendance record.

D. Homework Policy

Homework will be assigned in alignment with the curriculum. It is expected that students complete their assignments on time to reinforce learning.

E. Suspension & Termination Policy

Suspensions may occur after repeated incident reports. Serious violations may lead to termination from the program, and no tuition reimbursement will be provided.

F. School Visitor Policy

Parents and visitors are welcome, but must adhere to school procedures for signing in and out. Unscheduled visits or disruptive behavior may result in restricted access.

G. Student Misconduct Procedures

At RMAHL, students are expected to follow school policies and behave in a respectful manner. When a student fails to comply with the institution's discipline policies and procedures, corrective action will be taken. The school administration will consider several factors before implementing disciplinary action, such as:

- Age, health, maturity, academic placement, or status
- Previous history related to acts of misconduct
- Student attitude
- Parent/Family Leader cooperation

- Willingness to make restitution or amends
- Severity of misconduct
- Willingness to participate in Student Assistance Programs
- Family response to requests for mental health or socio-emotional counseling

Due Process

If a student engages in misconduct requiring disciplinary action, the school administration will notify the parent or family leader by phone before the close of the school day. The details of the misconduct and proposed disciplinary action will be shared at that time.

In-School Suspensions

If misconduct results in an in-school suspension, an incident report will be submitted to the Dean of Students, and the student's family will be notified by telephone. If necessary, a conference will be scheduled to discuss the suspension. Teachers will provide assignments during the suspension.

Out-of-School Suspensions

For more severe misconduct, an out-of-school suspension may be warranted. The Dean of Students will inform the student's family by phone or letter and invite them to attend a conference. The student and parent have the right to present evidence in the student's defense. The school social worker or case manager may attend the conference. Out-of-school suspensions are excused absences, and work will be provided to the student during the suspension. The student is not allowed on school grounds during the suspension but may still take standardized tests or pick up work from the office. Upon returning to school, the student must submit completed work.

Reinstatement Conference

Before returning to school after a suspension, the student and their family must attend a reinstatement conference with the Dean of Students. This conference is critical to the student's reintegration into the school community and will include a Plan of Action to prevent further misconduct. If a parent or family leader fails to attend the conference, the school will develop the plan and send it via certified mail.

Levels of Misconduct and Recommended Responses

- **Level I: Minor Misconduct**
Examples: Repeated failure to follow classroom rules, use of inappropriate

language, truancy, violation of dress code.

Responses:

- Student/Teacher Conference
- Student/Teacher/Parent Conference
- Detention

- **Level II: Moderate Misconduct**

Examples: Repeated Level I violations, theft, vandalism, insubordination, inappropriate use of electronics.

Responses:

- Student/Teacher/Parent Conference
- Detention
- In-school suspension
- Saturday detention

- **Level III: Severe Misconduct**

Examples: Chronic truancy, destruction of property, bullying, theft of valuable items, physical or sexual assault, possession of weapons.

Responses:

- Student/Teacher/Parent/Dean of Students Conference
- Out-of-school suspension
- Exclusion from re-enrollment
- Expulsion
- Arrest if applicable

Expulsion and Due Process

For gross misconduct, a student may face expulsion. A hearing will be scheduled with the parent/family leader to present evidence and hear the defense. If expulsion occurs, the student may not re-enroll at RMAHL for up to two years. The family may appeal the decision in writing to the Chief Education Officer or the RMAHL Board of Directors.

Social/Emotional Needs of Students

If a student is facing socio-emotional challenges, the school may suggest or require outside professional help. A Consent Form for Exchange of Information must be completed if the student is undergoing therapy related to their school experience.

5. Health, Safety & Nutrition

A. Illness & Absentee Policy

Students displaying symptoms such as fever, cough, or sore throat should remain at home. If symptoms develop during the school day, parents will be contacted for pickup.

B. Emergency Procedures

In the event of an emergency, RMAHL follows established protocols to ensure the safety of students and staff.

C. Medication & Health Needs

Parents must inform the school of any special medical conditions or required medications. RMAHL does not administer medication but will provide first aid if necessary.

6. Parent Involvement and Communication

A. Open Door Policy

We welcome parent involvement and encourage open communication. Please set an appointment with the Director if you have concerns about your child's progress or behavior.

B. Parent-Teacher Communication

RMAHL understands that parents may not always agree with our policies and practices, and we welcome open communication. Should you disagree with a policy or have concerns regarding your child's experience, we encourage you to set up an appointment with the School Director and the involved staff member to discuss the issue.

Parent Concerns

If your child voices a concern or complains about an issue that occurred at school, we ask that you follow these steps to address the situation:

- 1. Listen with Compassion and Understanding:**
Begin by hearing your child's perspective with empathy and care. Allow them to express their feelings fully.
- 2. Speak with the Director:**
Contact the School Director to share your concerns. It is important to approach the situation with an impartial mindset, ensuring that both sides of the story are heard.
- 3. Listen to the Adult Side of the Story:**
Before passing judgment, it is essential to hear the school's side of the story. Understand that we strive to act in fairness and transparency, always aiming for the best experience for your child.
- 4. Foundation of Concerns:**
We do not make decisions based solely on a child's word without a strong foundation of evidence. All concerns are carefully considered, and we work to gather all relevant information before any conclusions are drawn.
- 5. Physical Harm or Abuse Concerns:**
If your child complains of physical harm or abuse, contact the School Director immediately. We take these matters seriously and will respond swiftly to investigate and address any allegations.

By following this process, we can work together to ensure that any issues are resolved in a fair and supportive manner, providing the best environment for your child's growth and well-being.

C. Parent Conduct Expectations

We ask parents to engage respectfully with staff and other families. Any disruptive behavior, threats, or violence towards staff may result in suspension or termination of the child's enrollment.

By reading and understanding these policies, you agree to support the school's commitment to providing a positive, safe, and respectful environment for all students. If you have any questions about these policies or need further clarification, please feel free to reach out to the School Director.

Parent Acknowledgment Form

By signing below, I acknowledge that I have received, read, and understood the RMAHL Family Handbook and agree to abide by its policies.

Print Parent Name: _____

Parent Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Child 1 Name: _____

Child 2 Name: _____

Child 3 Name: _____

Child 4 Name: _____

School Director Signature: _____ Date: _____