

Bookish Society Policies

Introduction

To assure that our classes run smoothly and to encourage a safe and welcoming environment, the Bookish Society has established the following policies. By registering for classes with the Bookish Society, the parent/guardian agrees that they and their enrolled child(ren) will familiarize themselves with and adhere to the policies contained in this document. Please share this information with your children so they understand what is expected of them and what they can expect from their teachers and fellow students.

To help us respond appropriately to the needs of our learning community, all policies of the Bookish Society are subject to change.

We are grateful to you for choosing Bookish Society as part of your academic enrichment.

Acceptable Use and Publicity

The Bookish Society LLC will not permit photographs, videos, or other images of young people or their created works to be published without the consent of parents/guardians and the child. The Bookish Society will take all steps to ensure these images and works are used solely for the purposes they are intended. Please inform the Bookish Society immediately if you become aware that these images are being used inappropriately. Bookish Society classes and other online events may be recorded for distribution only to registered participants not able to attend a specific session.

Access

Only currently enrolled students and their parents/guardians may access Bookish Society online classrooms, servers, Facebook groups, document repositories, or other online venues. Students and their families agree not to share login information with non-enrolled persons.

Attendance

Students are expected to attend all scheduled classes. If a student is unable to attend a class due to illness or another unavoidable circumstance, the parent/guardian should contact the teacher *by email* at hello@thebookishsociety.com at least 30 minutes before the start of class. Please do not contact teachers by other methods as they cannot guarantee they will see your message.

Online classrooms open five minutes before the designated start time. Teachers reserve the right to limit access to online classrooms after a reasonable period (usually five minutes) to

avoid distractions and disruptions. Therefore, students should make every effort to be on time for class, and if they do enter the classroom late, they should do so quietly.

Behavior

Both teachers and students are expected to be courteous and respectful of others at all times. This includes respecting others' identities and showing that respect by addressing people with the names, titles, and pronouns they request.

Derogatory, threatening, or abusive language regarding gender or gender identity; sexual orientation; appearance; disability; race or ethnicity; or national origin will not be tolerated and is grounds for immediate removal from the classroom at the teacher's sole discretion. We also ask that students refrain from talking about weapons, violence, or death except as these topics directly relate to the content of their reading.

Representatives of the Bookish Society reserve the right to deny participation to students based on failure to comply with stated behavior and safety policies without a refund of tuition or other fees. Students who have been removed from classes for disciplinary reasons will not be permitted to enroll in future Bookish Society classes.

Cancellation and Substitute Teachers

The Bookish Society reserves the right to cancel any class that does not meet the minimum enrollment. In the event of a cancellation, registered students will be given the choice of receiving a full refund or applying their tuition payment to other classes, including those offered at a future date. Students whose class has been cancelled will be given priority to enroll in an alternative class.

The Bookish Society reserves the right to substitute instructors.

Contacting Teachers

If parents/guardians or students need to get in touch with teachers, please email hello@thebookishsociety.com. To assure that your message is seen, please do *not* use social media accounts, text, voice chat, or other contact methods. (If you need to use another method for accessibility reasons, please let the teacher know so they can provide that accommodation.)

Teachers will make a good faith effort to respond to emails promptly, during normal business hours (Monday-Friday, 9AM-5PM).

Homework Assignments

Most Bookish classes require students to complete assignments between meetings. Such homework may include reading or listening to assigned books; working on writing or art projects;

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and memory work. These assignments are an integral part of the learning experience and their completion is therefore mandatory.

Learning Environment

The Bookish Society understands that homeschooling takes place in the midst of family life and that busy homes can be noisy. However, to assure that students are able to learn well, parents/guardians are responsible for providing a reasonably quiet learning environment for students in online classes. This means keeping background noise to a minimum.

Students should not be expected to supervise siblings or pets during class time, and adults should avoid interrupting classes except in emergencies.

Bookish teachers reserve the right to mute student mics if background noise is negatively affecting the classroom experience for others.

We discourage students from engaging in other activities during class, such as texting with friends, gaming, reading social media, etc. Quiet fidget toys are fine.

Parent/Guardian Involvement

Parents/guardians are expected to assist students as needed and to supervise student work between classes to assure that assignments are completed in a timely fashion.

Under no circumstance should parents/guardians or other adults such as tutors correct or change student work before it is handed in. Doing so prevents the teacher from accurately assessing the student's progress and constitutes academic fraud.

To preserve student privacy and online safety, parents/guardians may not copy or modify shared student documents, e.g., group writing projects.

Refund Policy

If a student withdraws from a class more than one week before the class begins, the full registration fee may be applied to another class, including one offered at a future date. If a refund is requested, the Bookish Society will assess a 20%/\$10 minimum charge.

If a student withdraws one week or less before the start date of a class, no refund will be provided.

Likewise, if a participant withdraws after the start of class, misses classes, or fails to attend the class at all after the start of the term, no refund will be provided.

Registration and Payment

Registration for classes constitutes a binding agreement between the parent/guardian and the Bookish Society, subject to refund and behavior policies outlined elsewhere in this document.

Registration is not considered complete until the Bookish Society has received payment in full, and students may not access classes if payment is outstanding.

We regret that we are not able to offer scholarships, sibling discounts, or payment plans at this time.

Parents/guardians registering children for classes agree to complete the registration form in good faith, sharing any information about the child(ren) that may be necessary for Bookish Society teachers to know. This includes relevant medical diagnoses, known learning disabilities, and family circumstances that might affect the student's learning. Personal information from registration forms will be held in confidence and will not be shared by operators of the Bookish Society without authorization from parents/guardians except as required by law.

Safety

Owners, managers, employees, and representatives of the Bookish Society are not liable for injury or damage resulting from non-compliance.

Technology

A laptop or tablet in good working order and with reliable high-speed internet access is required to participate in the Bookish Society's online classes. Parents/guardians agree to provide access to such devices, to assure that the students know how to use them, and to monitor their children's use of such devices for safety.

Bookish Society employees are not responsible for teaching students how to use their electronic devices or for monitoring their safe use.

Bookish Society employees are not responsible for monitoring or controlling private contact between students; this remains a parental responsibility.