

Northside Academy Homeschool Covering



PARENT HANDBOOK

Northside Academy Homeschool Covering



Mission Statement:

Northside Academy was formed as a ministry of Northside Bible Church, to enable parents to take responsibility for their children's academic, emotional and moral growth through teaching at home. We believe in the family and in its ability as an institution to instruct children in the most positive and loving environment possible. Northside Academy and is designed to offer support through record keeping, information, meetings, field trips and other events.

Fees:

\$ 85 per year per family with a first time registration fee of \$15 to cover initial paperwork costs.

Enrollment Process:

1. Parent(s) must complete a family enrollment form. Submission of this form constitutes your agreement to accept and comply with these enrollment requirements (enrollment process, enrollment standards, and enrollment termination).
2. Parents must complete a student application form for each child enrolled in Northside Academy.
3. All parents must sign a disclaimer statement and have it notarized releasing Northside Bible Church and Northside Academy and any representative of the church/school from responsibility and liability for the education of their children. Only the parents are liable for the education of their children.
4. Families participating with Northside Academy are required to enroll in HSLDA (HSLDA.org) and must provide proof of their membership no later than August 15 of each school year. Northside Bible Academy has a group id# that will allow you to register at a discount rate. Our number is: **210010** **Please do not share this code with anyone.**
The church School Enrollment Form, that confirms each student's enrollment in Northside Academy is required by Alabama Code 16-28-7. Parts I and III must be completed. Northside Academy will complete part II and send the original to the local Superintendent's office. Northside Academy will keep one copy on file, and the parents will receive one copy for their files.
5. There is a checklist attached so you will be sure that you have completed all the steps necessary to be properly enrolled in Northside Academy.

NORTHSIDE ACADEMY

Enrollment Checklist



New Members of Northside Academy

◇ Fill out the following forms:

- Church school enrollment form. (One for each child). Be sure to sign in parts I & III.
- Northside Academy Family Enrollment Form
- Northside Academy Student Form (one for each child).
- Signed and notarized Disclaimer form

◇ Submit Annual Membership fee of \$85/family plus a one-time admission fee of \$15.

Returning Members of Northside Academy

- ◇ You do not need to fill out a Church school enrollment form, or disclaimer form unless you have moved in the last year or unless you have a child who is turning 7 this year. If so, then complete a CSEF for each child (if moved) or complete a CSEF for the child who is turning 7 this year.
- ◇ Submit an updated Northside Academy Family Enrollment Form for our records by the end of the first week of August.
- ◇ Submit appropriate re-enrollment fees of \$85/family

Enrollment Termination:

1. Parents agree to notify Northside Academy in writing when enrollment of any or all children is terminated.
2. The Administration reserves the right to dismiss any Northside Academy faculty members and their students if in the administration's judgment the attitudes or actions of the individual or his/her family endanger the unity and well being of the school and/or endanger the rights of other homeschoolers.
3. Failure to comply with the enrollment requirements stated herein will result in application denial or dismissal from Northside Academy.
4. As required by Alabama Code 16-28-7, Northside Academy will notify the local Superintendent of any termination of enrollment.

NORTHSIDE ACADEMY HOMESCHOOL COVERING Enrollment Standards



WHAT IS REQUIRED:

1. Parents agree to provide at least some instruction from all of, but not limited to, the following subjects:

Reading
Spelling
Writing
Arithmetic
English

Geography
Science
Physical Education
History

2. Parents agree to select and purchase all curriculum and organize a course of study for each child.
3. Parents agree to provide instruction for a minimum of 145 days per year.
4. Parents agree to submit a copy of attendance records each semester (during the second week of January and the 1st week of August each year). These records are to be placed in the family's file maintained by Northside Academy. Final attendance records are due by the mandatory meeting during the first week of August.
5. Parents agree to submit the annual enrollment fee and paperwork by our meeting date during the 1st week of August.
6. If the submission items above are not submitted by the end of the 1st week of August of the renewal year, Northside Academy may notify your local superintendent that your family is no longer participating with Northside Academy.
7. Parents agree to maintain membership in HSLDA.
8. Parents agree to attend 3 mandatory meetings:
 - During the first week of May we will have a welcoming time for new members, and will hand out renewal/new member packets then. This will begin our enrollment period for the coming year. Enrollment spaces are limited.
 - During the first week of August each year (This will be our kick-off meeting and a time to turn in final grades/attendance from the previous year as well as registration forms and payment for the coming year). Final sign up for co-op classes will also be at this meeting.
 - During the first week of January each year (This will be a time for your child to display their artwork or performing in our talent show. First semester attendance and grades (optional) are due at this time.

What We Offer



Alabama State Law on Home school:

The state of Alabama requires a homeschooler to be enrolled with a cover school, also known as a church, umbrella school. The home school parent/guardian must notify the public superintendent of enrollment in cover school. We provide both of these requirements to our enrolled home school families.

Services included with our enrollment

- **Records:** Maintaining attendance records as required by state law.
- **Transcripts:** Highschool transcripts will be provided if grades are submitted to Northside Academy along with attendance records.
- **High School Diplomas :** As the need arises we will work together on options for high school diplomas and graduation ceremonies.
- **Freedom:** Parent/Guardian may teach anything, anyhow, anytime, anywhere they choose. We do not require any certain curriculum. You may use anything you like. You may use any teaching method you choose. Home schooling with Northside Academy gives you, the parent, complete control of your homeschool. We do our best to stay out of your way - unless you need us, then we will do all we can to be of help.
- **Fellowship:** Through our meetings and co-op classes we provide opportunities for both parents and students to form friendships with other homeschooling families and opportunities to learn from and support each other.
- **Field trips:** will be offered several times each year as opportunities arise. Anyone interested in arranging a field trip for our group should contact us so we can work together to schedule an appropriate time.
- **Co-op Classes:** We offer a wide selection of co-op classes for all grade levels. Classes meet from 9am - 4pm each Monday.
- **Enrichment:** In addition to our mandatory meetings, further optional meetings will be provided to allow opportunities for enrichment, fellowship, sharing of ideas and for students to display their work. Special speakers will be brought in during these meetings to provide help and encouragement for the parents, as well as special activities for the students.
- **Support:** Email, Phone, online.

Northside Academy

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NORTHSIDE ACADEMY

Co-op Classes



ENROLLMENT STANDARDS FOR NORTHSIDE ACADEMY HOMESCHOOL CO-OP CLASSES

Co-op classes are offered to both covering members and non-covering members. Families enrolled in the previous year will be guaranteed a slot for the coming year. Open class slots will be filled on a first come/first serve basis. Due to limited classroom space, the number of families enrolling in co-op classes will be limited to 25 families.

Parents are required to serve in one of the following areas: lead teacher, co-teacher, class/teacher's aide, nursery, pre-school worker, floater or clean-up duty during most every class period in which your child attends. If you haven't already volunteered for specific classes, we will assign you a volunteer position if/when you are not teaching or in an administrative role. Parents/volunteers are given at least 1 class period hour for personal/fellowship time. Since we are a true co-op and not a drop off educational program, a child may not participate in the co-op unless his/her parent is on site.

Our goal is to aid you in your efforts to home school your children. If you need help with a specific course, such as Chemistry or Algebra, please let us know and we will do our best to search out someone who can help in that area. All classes offered are supplemental to what is being taught in the home and are meant for enrichment purposes only. But many of our classes will include homework that can be worked into your school schedule and counted as a full credit course. This allows us to work as a team preparing lessons and homework assignments, instead of each parent having to prepare the lessons for every subject, for each of their children. We meet as a group on Monday and then homework assignments are given to the student to do at home the remainder of the week. The classes offered may vary from term to term and are determined by the willingness of group members and other volunteers to lead. Classes will include both core and elective courses.

Disclaimer: All families are welcome, no matter what their religious background. But we want all families to know up front that this is a Christian co-op and we will strive to include a Biblical world view in our courses.

Guidelines, Policies and Procedures for Northside Co-op Classes

Parent Responsibilities

1. Respect and encourage adherence to all guidelines (we are all hall monitors and traffic/noise controllers).
2. **Arrive ten minutes early.** If teaching, you need to arrive before the children in order to be prepared for them.
3. If you cannot attend on the day you are scheduled to work, it is **your responsibility to call a member of the leadership team as soon as possible and work to get lesson plans and materials to your back-up teacher.**
4. Remain on site at all times.
5. Be willing to adhere to the Conflict and Discipline policies.
6. Teachers: Before you leave your classroom to go to the next class – please take a moment to make your room tidy before the next class begins.
7. Parents must and agree to all co-op and church rules.

Student Responsibilities

—Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. || 1 Timothy 4:12

1. Maintain a six-inch personal space boundary between self and members of the opposite gender. This means all hugging, hand-holding, linking of arms, hitting, punching, kicking, etc. should be reserved for outside of co-op – **even if you are just playing and even if you think the other person will not be bothered by your actions.**
2. Be on time.
3. Be prepared. Bring supplies, books, pens, pencils and homework.
4. Be quiet in the halls between classes—absolutely no yelling or running.
5. Be respectful of others and their property.

Conflict Resolution Policy

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise. We want to have an open door policy with one another to be able to approach any parent about any issues of concern that we experience in the classroom. We all want the very best for each child.

Based on Matthew 18, if conflict arises, parents and teachers should seek to resolve the issue on their own. If either party is unsatisfied or resolution cannot be met, the parties then need to seek the assistance of the co-op directors. As a last resort, the conflict will be taken to the Leadership Team, and they will make the final decision.

Discipline and Standards Policy

1. Parents should monitor their children's behavior when needed. Appropriate disciplinary measures should be taken privately.
2. Uncooperative or disruptive children will be removed from activities.
Children should respect authorities.
3. For minor infractions, the child will be given a verbal warning, and a written note will be given to the parent.
4. In cases of more serious disciplinary issues, the following should be considered standard procedure:
 - a. Child will be given a verbal warning by the instructor, and parent will receive written notice.
 - b. If unacceptable behavior continues, the child will be taken to his/her parent for the rest of the day.
 - c. If this behavior continues in class the student may be dismissed from class and may be withdrawn from the co-op and no fees will be refunded.
5. Northside Academy reserves the right to expel any student from the co-op, if disruptive behavior fails to be curtailed.
6. Parents need to be willing to allow the instructors to discipline their children according to the procedures outlined above and must be willing to abide by the instructor's decision to dismiss their children from the class if the instructor deems it necessary.

Registration Policy Registration is done on a first come first served basis. Teachers and Leaders and covering members will be given the opportunity to register early. Should the co-op have to close due to size limitations, families may be put on the waiting list and invited to fill vacated spots at the discretion of the Leadership Team.

We do not want to have anyone excluded because of lack of finances. If you truly are not able to afford part or all of these fees, send a written request for a scholarship. Scholarships will be given according to family need and funding available.

Release Form Policy

It is required to have a release/disclaimer form on file for each family, signed by BOTH parents, in order for them to be permitted to participate in the co-op. If you are a covering member – we should already have your form on file. Registration WILL NOT be accepted without a properly completed form. Thank you for your cooperation.

Illness Policy

If keeping a sick child home, remember that well children may only attend classes if their parent is on site or if special arrangements have been made with another parent or family member to oversee your children. But this cannot happen on a regular basis, as we need all parents involved and present to deal with any possible discipline issues.

People with the following symptoms should not attend:

1. Fever (within the last twenty-four hours)

2. Colored mucus (yellow or green snotty nose)
3. Diarrhea, vomiting or nausea
4. Eye drainage
5. Virus or infection (known to be contagious)
6. Rashes (including bleeding diaper rashes)
7. Head lice

This is for the protection of the children and families involved, so we can continue to provide the highest quality program for all children. Please be considerate of others regarding your child(ren) and illnesses.

Clean Up Policy

It takes many people to clean up all classrooms, the gym, fellowship hall and kitchen after co-op classes each week. Please don't assume someone else will do the work. If we all work together, the load will be easy and the church will be left cleaner than when we arrived. We must put away all balls/gym equipment when finished using it. No food is allowed in the gym.

Other General Guidelines

1. Children are not allowed to leave the building without permission. Small children cannot leave the building without being accompanied by an older sibling or adult.
2. Children are not allowed to enter the sanctuary/ worship center without permission.
3. Children are not allowed to enter the kitchen area or to use kitchen equipment without an adult present.
4. All consumable supplies and food items in the church kitchen are property of the church and are not available for our use/consumption. We will all try to keep a supply of paper plates, cups and paper towels stocked for our use.
5. Children are not allowed in rooms not approved for classroom use. Children cannot roam around and explore the church when not in class. The fellowship hall and gym area are always available for study and recreation during down time.
6. If there are any areas of concern or special needs of your child, please communicate that directly to the teacher so we can all work to help the child as much as possible. We want to find the best way to help each individual child learn the most possible.
7. Parents/students are required to copy down the homework assignments for themselves. All homework will be listed on the homework dry erase board in the main room downstairs. Please make sure your child gets homework assignments turned in on time so classes can stay on schedule as much as possible. If the homework load becomes too much/too little for your child, please feel free to discuss this with the teacher. We will work to be as flexible and accommodating as possible to each child's level and learning style.



Calendar of Events

DATE	TIME	EVENT
FIELD TRIPS AND OTHER FAMILY EVENTS WILL BE ANNOUNCED THROUGHOUT THE YEAR.		
April 1, 2011 – June 1, 2011		Co-op Registration Period (may end before June 1 st if we reach the 25 family limit)
May 2 2011	6:00 pm	*Mandatory registration and information meeting.
August 1 2011	6:00 pm	* Mandatory kick-off meeting. All paperwork must be turned in by this date. <u>Covering sign-up ends.</u>
August 15, 2011	9 am – 12	First full day of co-op classes.
September 5, 2011		Memorial day – no co-op classes
November 28, 2011		Thanksgiving – no co-op classes
December 19 & 26 and Jan 2		No Co-op Classes - Christmas Holiday
January 9, 2011	9am	Co-op Classes Second Semester Begins
January 16th	6pm	Mandatory meeting. First Semester reports due. Science Fair
February 20, 2012		Holiday – No co-op classes
April 9, 2012		Spring Break – no co-op classes
May 7, 2012	6 pm	Covering Registration Begins for 2011-12 Mandatory meeting.
May 21, 2012		Last day of co-op classes
May 25, 2012	6 pm	Festival of the Arts
		Co-op Presentation Night NBA Theater Production
June 2, 2012	TBA	Graduation

Northside Academy



What We Believe:

- That the Bible is the complete Word of God without error
- That there is one God who exists in three persons: Father, Son and Holy Spirit
- That all men are sinners and deserve eternal separation from God
- That Jesus Christ is the Son of God and He alone can and does redeem those who believe in Him and commit to follow Him
- That Jesus Christ arose from the dead, ascended into Heaven and will return in the flesh to redeem His own

We are an interdenominational, interracial church trusting in the sacrifice of the Lord Jesus Christ's death on the cross for our salvation from sin. We know that He is the only means of our salvation. We are sure that good works, good living, kind deeds, and church attendance will not save us from our sin. Our PASSION is to exalt the CROSS of CHRIST in every area of ministry, thereby leading others to a true saving knowledge of the Lord Jesus Christ, who is our only means of salvation. We know that God created us to enjoy this life and offers us an eternal life. His plan is for our good and His glory. At Northside we want to learn how to live daily in the grace of God and learn how to share that grace-living with all those around us.