

Homeschool ACADEMY, Inc.

Introduction to the Homeschool ACADEMY Constitution

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Welcome to Homeschool ACADEMY– Actively Christian Academically Diversified Enrichment Molding Youth, otherwise known as ACADEMY. Our school is a co-op consisting of parents working closely together to enrich their children’s homeschool experience. Your children will learn through play, activities and academic classes that encourage growth and development according to their individual abilities.

Homeschool ACADEMY is non-denominational and does not discriminate based on age, race, sex, or church affiliation. Many denominations are represented at ACADEMY and out of reverence for Christ we will respect one another. *Some of the churches represented: Assemblies of God, Baptist, Catholic, Evangelical, Lutheran, Nazarene, Non-denominational, and Presbyterian. In essentials there is unity, in non-essentials there is liberty, in all things there is love toward one another.*

The following pages contain our co-op’s Constitution. Please take a few minutes to read over these policies. If you have any questions that are not answered in the following pages, please contact anyone on the Board.

Building Requirement

Homeschool ACADEMY is renting the facilities of CrossPointe Community Church. Please enter the Church quietly and in orderly manner. We use the Church facility during the Church work hours-- please don't let your children play/hang out/run around/in the lobby, or office areas! No running is permitted when children go from one place to another. Please stay out of the sanctuary unless there is a class there or during Chapel. Please use the coat-racks in the coat room located in the lobby area. Good stewardship of these facilities is expected by all and every effort should be made to take care of the building and its property. Intentional damage of any kind should be reported to the Leadership team so that appropriate action can be taken. Anyone found to be causing intentional damage to any part of the facilities, may be immediately expelled from Homeschool ACADEMY and will be expected to reimburse ACADEMY for any repair needed for the damage. Failure to follow these requirements could jeopardize the operation of this program. Please do not call CrossPointe Church for reasons related to ACADEMY. This includes reasons for, but not limited to, leaving items behind, school closings, contacting people for nonemergency, etc. If you need something, please contact members of Homeschool ACADEMY or come to the church during normal business hours, 10-3pm or Sunday mornings.

Chapel

At ACADEMY, we believe that God wants to be a part of every aspect of our lives, including the practical activity of educating our children. Therefore, we meet weekly for chapel time to give Him thanks and praise as we learn more about God’s character. Students (K4 through 12th grade), all teachers, and parent volunteers are required to attend chapel to worship together in music and devotions. Chapel is facilitated by the Chapel Coordinator and meets after lunch.

Conflict Resolution

Homeschool ACADEMY is committed to resolving conflicts in a Biblical manner, and we have listed the order for the proper steps.

- Conflicts between adults, such as teacher, parent, volunteers, etc. should be handled discretely and privately.
- If a conflict cannot be resolved, it should be directed to the Director and/or board member.
- Conflicts between students must be handled by parents privately first.
- If the issue is not resolved, or could potentially affect other students, then the director and/or board member should be consulted.

Dress Code

The dress code is that all adults and children dress in modest clothes for school. Modest being defined as: skirts and shorts should be no shorter than two inches above the knee, shirts must have no cleavage or mid drifts showing, & pants should be pulled up properly. For modesty's sake, tight fitted leggings shall not be worn exclusively as pants by either adults or teenagers unless worn with a loose-fitting longer top/skirt that covers the buttocks and crotch area completely. There is to be no clothing worn with offensive language, occult images, or secular bands/groups names or logos. Every effort is made for the children to use washable paint, markers, etc. For easy clean up and laundering, casual play clothes are recommended. Any student or adult who fails to comply with the dress code will be required to change clothes at school (long shirts are available from leadership), or return home to change into appropriate attire.

Visitor Policy

Families are welcome to bring a visitor to ACADEMY, but are limited to **two times** per year. Guests must be pre-approved by the director prior to the visit. The parent or guardian of a guest must sign a hold harmless waiver prior to visiting ACADEMY, and the visitor must wear a nametag throughout the day. The member must email each teacher (and get a response) that will have the guest visiting their class and the date it will happen. The teacher must be given enough time to get extra supplies/snacks if needed (not one or two nights before). If any family brings a guest more than two times in the school year, extra tuition will be added. It is ideal if the guest can “shadow” one of your children in his/her classes for the day. Please note that an ACADEMY visitor is a student who is not currently enrolled as an ACADEMY student.

Emergency Procedures

Each member is given a copy of Homeschool ACADEMY Emergency Action Plan. Each member is expected to read this, and become familiar with emergency procedures. Each classroom has a red attendance folder that is to be filled out each week, and taken with the class in case of an emergency. All fire exit routes are posted in each classroom.

Enrollment

Students will be enrolled by age/grade in non-academic classes, and may be enrolled by academic ability in academic classes, subject to the approval of leadership. Families who decide to skip one grade may do so. If a parent decides to promote a student into 7th grade and above to one higher grade, that student must remain in that grade for the remainder of their time at Homeschool ACADEMY.

Snacks

Classes for students in Toddler - 2nd grade receive a snack at the beginning of 2nd period. Snacks are provided by Homeschool ACADEMY.

Food Policy

At no time, are teachers or helpers in early childhood (infant - kindergarten) and elementary (1st -5th grade) classes to give food to students. This will limit the potential of any students with allergies and/or sensitivities having a negative reaction.

The ONLY exceptions to this policy are as follows:

1. Members may give food to any child to whom they are the parent or legal guardian.
2. Teachers of students in the early childhood department (infant through kindergarten), and lower elementary (1st and 2nd grade) may give snack to their students during 2nd period each week. These snacks are purchased by the snack coordinator. Parents of students who have food allergies and/or sensitivities are permitted to bring in snacks from home, and opt out of the group snack choice.
3. It is understood that students who are enrolled in any cooking classes will be eating the food made in that class. Students who have food allergies that cause anaphylaxis are not permitted to take any cooking classes (except cake decorating) at ACADEMY.
4. If a teacher would like to provide food for a special occasion (i.e. birthdays, cultural experience, reward, etc.) that teacher (not helpers) must notify each student's parent of the food that will be brought into class on a specific day. Notifying a parent is defined as "an actual conversation taking place either in person, over the phone, or email. If phoning or emailing is the preferred method of notification, there must be a response received from the parent. Simply leaving a phone message or sending an email, is not sufficient notification." Each individual parent, then, has the authority to refuse any food to be given to their child for any reason. The parent also has the option of sending a different food with their child to eat while students are having the food provided by the teacher.

Any deviation from these exceptions will result disciplinary action determined by the leadership team on a case by case basis.

School Closing

In the event of inclement weather, or any other reason the school needs to be closed, a notification will be sent out by 6:00 a.m. that Tuesday. Please check our SLACK and/or Facebook page. Our school name will also be listed on the local news stations' websites. If there are many schools closed due to weather, our name will be shown on the screen during the newscast. Our name will be listed as Homeschool ACADEMY. We do not follow the Wayne/Westland school district.

Special Events

Christmas Showcase: An evening program in December to showcase our children's talents and the work they have accomplished during the first semester of ACADEMY.

Spring Showcase: An evening program in May to showcase our children's talents and the work they have accomplished during the second semester of ACADEMY.

Theatrical Performances: Theatrical performances will focus on preparing a play or musical to be presented in May. The production will include all students enrolled in theatrical classes. Theatrical performances also involve extensive parent participation with costumes, scenery, etc. These are only offered on the basis of teacher availability.

Field Trips: The field trip coordinator organizes trips for the students and parents. These are scheduled on days that ACADEMY does not meet. Parents are permitted to submit suggestions for field trips to the coordinator.

Jr. High and 12th Grade Trip Fundraising Policy

The Jr. High and 12th grade trips are not sponsored by Homeschool ACADEMY. However, parents of students in these groups are highly encouraged to work together to promote and organize these trips. Fundraising at ACADEMY is permitted as long as the fundraising guidelines are followed.

- Each year, both seniors and Jr. High are eligible to fundraise. Since Jr. High only plans a trip every other year, each year of fundraising is done by the 7th grade class. In an off year for Jr. High, the 7th graders will bank their funds for the following year.
- Voting privileges and ACADEMY sponsored fundraising are reserved for students and their families currently enrolled at Homeschool ACADEMY.
- Jr. High and/or senior representatives (students or parents) must submit the intended trip plans for which the fundraising is planned. Funds raised while fundraising at ACADEMY must be used for the planned trip. If the plans for the trip change, this should be re-submitted. Gift cards, baskets, or anything instead of what's needed specifically for the class trip is prohibited. Any funds not used will go to future students for their trip.
- Any student/family who actively participates in fundraising, but is unable to attend the trip, forfeits all funds which will then be distributed to the rest of the group.
- Fundraising efforts cannot interfere with any ACADEMY responsibilities.

Volunteers working in the classroom

By enrolling your child in Homeschool ACADEMY, you are joining other parents who wish to actively participate in the education and development of their children. For the protection of our children, there must be at least two non-related adults in the classroom at all times. When working in the classroom, your role is to act as an assistant to the teachers. Following are a few guidelines that will make working in the classroom a positive and rewarding experience:

- Begin and end on time out of respect for one another.
- Arrive on time, and actively assist the teacher as needed.
- Be the eyes and ears for the teacher. Refrain from distracting activities that make it impossible to see/hear what is going on during class.
- Assist the teacher in keeping classroom order and keeping students on task.
- Respect the teacher's authority in the classroom.
- Assist in clean-up after class.
- Refrain from using all electronic devices during class, unless it is directly for present class educational purposes.

Immediate family members (husband, mother, father, etc.) may periodically be your "sub" during the school year, however, we expect the parent we interviewed to be the weekly primary co-op participating member. If another family member plans to sub for you at some point, they must complete Child Protection training and submit to a background check before the school year begins. Seniors who participate in the senior student program, or assist in child care, are required to attend Child Protection training.

CONSTITUTION

Homeschool ACADEMY

A. Name

Homeschool ACADEMY, Inc. (Actively Christian Academically Diversified Enrichment Molding Youth)

B. Statement of Purpose

Our mission is to provide a wholesome educational environment, built on a network of parental support and cooperation, which encourages children to grow socially, intellectually and spiritually.

C. Membership

This group shall be composed of parents or guardians of children attending Homeschool ACADEMY.

D. Responsibilities of Members

Members shall:

- Pay registration related fees, monthly tuition, and material fees. Tuition is due on the first Tuesday of each month.
- Complete child protection training annually. Background check: all new members must submit to a background check before beginning ACADEMY. All regular members must submit to a background check every 5th year.
- Observe health rules and precautions.
- Attend Chapel weekly.
- Volunteer in at least four class periods and one additional task.
- Help with Lunch Clean up and be available to help students during end of the day 5-minute clean-up.
- Fulfill the duties of an assigned job such as serving as a member of a special committee or event.
- Check mailboxes weekly for important information.
- Check SLACK postings and e-mail often for important information throughout the week.
- Serve as child care once a year for Leadership Team Meetings or choose a job in lieu of childcare (if applicable.) *Members have the option to pay \$40.00 by the first day of classes for a childcare provider for the leadership meetings. (Thereby opting out of providing childcare themselves) A \$50.00 charge will be billed to your account if leadership needs to find a replacement for you.

E. Appointed Leadership Team

The leadership team shall be comprised of no more than ten and no fewer than seven Homeschool ACADEMY members. The voting members of the Leadership Team are nominated and approved by the current team in as needed to fill vacancies. All positions require a minimum 12-month commitment. Members of the team may choose to remain in office, subject to the current director's approval, after their initial 12-month commitment has expired.

If a member of the Leadership Team decides not to remain in office, she/he has the responsibility to train the person the team appoints to replace him/her during the final month the retiring member is in office.

F. Duties of the officers of the Leadership Team

The leadership team shall be composed of the Director (President), Secretary, Treasurers, Registration Coordinator, Curriculum & Teacher Coordinator, Early Childhood Director and Special Events & Service Projects Coordinator. The team meetings are open to any member who desires to attend.

The Leadership Team shall:

- Interview and place teachers.
- Take any action necessary between regular membership meetings to assure the smooth workings of the group.
- Discuss infringements and complaints. Takes necessary action.
- Approve any purchase in excess of \$50.00
- Revise and/or review the By-Laws annually.

Updated 7/2020

- Meet with any incoming team member in order to pass on all relevant information.
- Develop and adhere to an annual budget.
- Appoint committee chairperson and members.
- Prepare the school calendar.
- Take an active role in the security of our co-op.
- Actively assist in the overseeing of after school cleaning efforts.

The Chapel Coordinators shall:

- Maintain an emphasis on Christian ministry at ACADEMY.
- Coordinate, schedule and oversee speakers for each Chapel service.
- Coordinate, schedule and oversee musicians for each Chapel service.
- Work closely with the director of the sound booth and/or media, to ensure each Chapel service properly prepared.

The Curriculum and Teacher Coordinator shall:

- Provide surveys in January, to identify family preferences for classes, possible new courses and teacher skills/experience. Surveys should allow for information/suggestions of where improvement is needed.
- Develop a schedule of classes to be offered the following school year using survey information and Leadership Team guidance.
- Work closely with registration coordinator to update classes and teachers.
- Assist with leadership team to review curriculum and teacher choices are in agreement with co-op policies.
- Assist in development of guidelines for teachers: expectations and benefits.
- Assist in information meetings with teachers/families.
- Develop guidelines/responsibilities for teachers.
- Participate in the new teacher meeting in August.
- Assist in development of application forms for teachers.
- Assist in teacher informational meetings.
- Acts as a liaison between teachers and leadership team.

The Director shall:

- Oversee function of Homeschool ACADEMY and Leadership Team members.
- Preside at the general membership and board meetings.
- Coordinate activities of ACADEMY; including liaison between teachers/parents and the church facility.
- Work with Special Events Coordinator to communicate with graduates, coordinate graduation meetings and facilitate ceremony.
- Make room requests for use of the church facilities.
- Final authority on all ACADEMY decisions.
- Coordinate the Mandatory Meeting in August each year for all parents.
- Coordinate the Child Protection Training class necessary to enroll in membership of ACADEMY, and confirm that all teachers, volunteers and childcare workers have completed that training and necessary background checks.
- Coordinate Orientation and Teen Mandatory Meeting to take place before the beginning of each school year.

- Periodically visit classrooms to ensure proper classroom procedures are being followed.
- Keep a list of parent volunteer jobs that are necessary for ACADEMY to operate. Review and update this list each year.
- Assign parent volunteers to work in classrooms.
- Assure that students, teachers, parent volunteers and substitutes are in their classrooms and attend Chapel on Tuesdays.
- Oversee the parent volunteers ensuring assigned tasks are completed.
- Have final vote if the board's voting results in a tie.
- Communicate with parents regarding issues with students and/or other parents
- Keep a list of parent volunteer jobs that are necessary for ACADEMY to operate. Review and update this list each year.
- Assist Co-op members during the sign-up period.
- Assign parent volunteers to work in classrooms.
- Maintain website information and check website email regularly
- Update Bylaws and post on SLACK annually.
- Coordinate and oversee two Open House meetings in the spring of each year.

Early Childhood Director shall:

- Oversee the early childhood department.
- Conduct a meeting during the summer with all teachers to ensure it is properly organized to run smoothly.
- Maintain communication with the early childhood teachers, which includes Baby, Toddler, Preschool, K4 and K5 classes.
- Handle any problems that arise on Tuesdays.
- Oversee and/or answer questions pertaining to Childcare for ACADEMY Leadership Meetings.
- Organize the "pick a dragonfly"
- Oversees the scheduling of childcare for leadership meetings
- Organize special events for early childhood

The Registration coordinator shall:

- Update the Registration Handbook and class descriptions. Make available a copy in the teachers' lounge and on SLACK.
- In May, hand out Registration information to each family, along with a letter of new information pertaining to registration and/or the following school year.
- In June, receive Registration and fees.
- Update and record Family registration information.
- Add/drop classes and notify teachers.
- Add/drop student/schedule and notify teachers.
- Record and give checks to Treasurer.
- Make available Class List's and update Class List's regularly on SLACK
- In July, mail out Student Schedules and Mandatory Sign up and Orientation day information.
- Provide teacher and student information to Leadership members to compile tuition costs, material fees, class helpers, jobs, etc..
- Make class changes over the summer and the first two school weeks only.
- Update and have families sign off for use of the Family Directory.

- Hand out Class lists and important health information for teachers' use • Provide name tags with class schedules & allergy information on the first day of school.
- Distribute the Family Directory on the first day of school.
- Keep Family and class information updated throughout the year.
- Make copies of student and teacher class list
- Make registration information available as needed throughout the year for yearbook, pictures, trips, etc Communicate with the general membership through weekly chapel announcements.
- Assign all families a folder in the communication mailbox.
- Distribute and collect Teacher Applications in January from new families. Give to Curriculum Coordinator.
- File all forms related to registration.

The Secretary shall:

- Take roll at General Leadership Team Meetings
- Take minutes of all General Leadership Team Meetings.
- Distribute Minutes to each board member
- Keep copies of all meeting minutes in a 3-ring binder, which will be available for any family in Homeschool ACADEMY to read.
- Send a Thank You note to people and organizations outside Homeschool ACADEMY.
- Send Get Well cards, etc.
- Organize After school Clean Up
- Organize Lunch Clean up

The Special Events/Service Projects Coordinator shall:

- Chapel Speakers- schedule speakers and communicate guidelines with the speakers.
- Christmas & Spring Showcases- compile a list of classes that will perform at showcase and create rehearsal schedule for showcase morning. Compile a list of classes that will need table(s) to display work during showcase and create alternate schedule for Showcase Mornings. Set up gym with tables and assign tables to teachers. Communicate with families throughout the sign-up process and showcase morning.
- Service Project- plan a philanthropic project for the school to work together on. Schedule Service Project morning and communicate responsibilities to families.
- Graduation- hold meeting with graduating seniors and their parent(s). Plan graduation ceremony with Director. Communicate with families regarding fees, schedule, responsibilities, and parent jobs. Assist with Director in Graduation rehearsal and Ceremony.

The Treasurers shall:

- Handle tax related material
- July – Make contact w/ tax accountant.
- Reimburse any excessive unused material Fees collected
- Prepare/Set Class budgets for New School Year & monitor throughout the year
- Seek out and coordinate New Family/Mentors
- Notify Members we are a 501c3, how to use it
- September - Pay State of MI Fee

- February – Pay 1099 filing fee
- March- Pay Insurance
- Reconcile account monthly
- Keep requisition forms for members in front of mailbox and in Budget book
- Reimburse teachers for class budget purchases
- Write the Church a check for rent & copies each month
- Keep track of copies each week

G. Guidelines/Requirements for Teachers

- All teachers must have a personal relationship with Jesus Christ that is being cultivated regularly, and sign an application stating that they agree with our Statement of Faith.
- Chapel attendance is required of all teachers.
- Out of respect for one another we will begin and end on time. We encourage you to begin class with prayer, but please limit prayer requests and conversation to the first few minutes of class.
- All teachers must read The Homeschool ACADEMY Emergency Action Plan, and know what procedures should be followed in the case of an emergency.
- Each classroom will be equipped with a red attendance folder. Teachers should make sure their helper takes attendance each week. Each teacher will also be given students' health information from the registration coordinator.
- A progress report of each high school student's work will be given to parents by mid-January from teachers. (A generic form can be provided upon request, and can be adapted by individual teachers to meet their specific class needs).
- Students are to evaluate their classes at the end of the school year.
- An emergency lesson plan is due on August Sign-up Day.
- Teachers receive a tuition discount for their children based on the number of classes taught. Parents teaching one class will receive a 25% discount, two classes will receive a 45% discount and three classes will receive a 65% discount. Teachers are still responsible for registration and individual material fees.
- Honorarium teachers will receive \$200.00 for each class they teach.
- Teachers must adhere to the mandatory student discipline policies. (see Student Discipline Policy section)
- Teachers must be available for their students via email or telephone during the week.
- Teachers must attend the Mandatory Sign Up day in August and complete the Child Protection training.
- Teachers should actively use parent volunteers in the classroom and communicate the ways in which they can be of assistance.
- Teachers, having committed to teach the following year, that pull out of ACADEMY for the following year after May 31 will be unable to teach for one year after re-enrollment. Under special circumstances, leadership may waive this.

H. Guidelines for Early Childhood

All Constitution and By-Laws that apply are applicable. The Early Childhood programs shall include a pre-planned schedule (i.e. 1st period: table play, 2nd period: snack, etc.). It will also have a set diapering and nap time. Teachers and Early Childhood Director will effectively communicate with the students' parents regarding their child(ren)'s behavior whether it be positive or negative. Nursery through K5 teachers will present any questions or concerns to the Early Childhood Director.

Parents may choose to keep their infant with them (thus not utilizing the nursery) until one year of age. At one year of age, all children must be enrolled and be in their age appropriate classroom while at ACADEMY.

I. Guidelines for Teens

A student entering the "teen" group at ACADEMY (defined as any student who is 13 years old OR will be turning 13 anytime during the following calendar year AND is enrolled as a 7th-12th grader) will be able to participate in any teen event, campaign and vote for the Teen Leadership Committee, and participate in teen chapel services.

Definition clarification: Example: If a student is 12 in September of 2020, but will be turning 13 *any* time in 2021 and is registered as a 7th grader, that student falls under the teen definition. However, if a student is 11 in September of 2020, will only be 12 in 2021, but is still registered as a 7th grader, that student does not fall under the teen definition and therefore will be ineligible to participate in teen activities.

All teens are required to attend the annual Teen Mandatory Meeting. This meeting is offered each year in August. After the meeting, teens are treated to a fun teen event. Any teens who are unable to attend the meeting in August must attend the meeting after school on the first day of classes. Failure to attend one of the two meetings can result in the forfeiture of enrollment.

All teens (along with 6th graders) are required to fulfill the appointed weeks of after school clean-up and after lunch clean-up. A schedule will be distributed at the beginning of the school year.

Lunch Clean Up

This task is completed by students along with their parent. If the teen and/or parent is unable to work the week(s) assigned, it is their responsibility to find a replacement(s).

After School Clean-Up

This work is completed by students only. Parents who wish for their teen/6th grader to opt-out of after school clean-up may pay a \$20 fee at the beginning of the year. If your student(s) are unable to work on their assigned weeks, it is your responsibility to find a replacement. If you are unable to find a replacement on your own and we have to find someone on the Paid After School Clean-Up list, you will be charged a \$7 per student/per occurrence fee that will be billed on the following month's tuition invoice.

Paid After School Clean-Up

This is available to all teens & 6th graders on a first come, first needed basis. These students will be asked to clean on an emergency basis as well as assigned paid cleaning weeks to cover the weeks of

the students who have opted out and paid the fee. Parents who wish for their students to be included on this list may sign their student(s) up at the beginning of the year. All students will be required to work their assigned clean-up weeks before being paid for their assigned paid weeks.

Please Note: There is no guarantee that all students who are on the paid cleaning list will be offered the opportunity to work and be paid.

J. Family, Gender and Sexuality

We believe in order to preserve the functions and the integrity of Homeschool ACADEMY, Inc., and to provide a biblical role model to the members and community, it is imperative that all persons, students and adults, attending Homeschool ACADEMY agree to and abide by this Statement on Marriage, Gender, and Sexuality.(Matt 5:16; Phil 2:14-16; 1 Thes. 5:22)

We believe marriage is the uniting of one man and one woman in covenant commitment. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity occur outside of a marriage between a man and a woman.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that any form of sexual immorality (including adultery, fornication, same-sex and bisexual behavior, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11) We believe that every person must be afforded compassion, love, and kindness. (Mark 12:28-31; Luke 6:31)

K. Amendments

This constitution shall be amended after a resolution is approved by a majority of votes cast by the leadership team.

L. Dissolution

In the event of dissolution, all assets, real and personal purchased with Homeschool ACADEMY funds shall be donated equally as possible amongst the current registered family members of Homeschool ACADEMY.

BY-LAWS

Homeschool ACADEMY, Inc.

A. Tuition

Each year the school Leadership Committee will establish the tuition rates for the upcoming school year, and copies of those rates will be in the Homeschool ACADEMY Handbook.

- Tuition is payable in 8 monthly payments, from September through April. There is a ten percent (10%) discount on tuition if paid by the **FIRST** Tuesday of ACADEMY classes, only.
- Family Membership and per student fee is due with registration and is nonrefundable.
- Materials fees may be split and paid on the first Tuesday of October and January. If a family chooses to pay their material fee in full it is due on the first Tuesday in October.
- Tuition payments are due on the FIRST Tuesday of each month.
- Tuition can be paid by check, payable to Homeschool ACADEMY. Place payments in tuition treasurer's mailbox or in hand at the tuition table. Tuition can also be paid via PayPal.
- If a family is unable to meet a payment by the 1st Tuesday of the month, the treasurer must be notified.
- Tuition not received by the 3rd Tuesday will be charged a late fee of \$5.00.
- Tuition not received by the 4th Tuesday will be charged a late fee of \$10.00.
- Tuition not received by the 1st Tuesday of the following month will be charged a late fee of \$15.00, and this may jeopardize the family's enrollment.
- All fees, registrations are non-refundable.
- Tuition is paid on a monthly basis. Consequently, if a student withdraws, or is absent due to vacation or illness, during the school year, families will be charged a full month's tuition even though the student may not have been in attendance the entire month.
- At the end of the school year, if there is an outstanding balance with Homeschool ACADEMY, this balance must be paid in full by the first Tuesday of May, in order to continue the student's enrollment for the upcoming school year.
- Families experiencing financial difficulties must contact the Treasurer & Registration Coordinators to inquire of any special arrangements that can be made, or to apply for a scholarship.

B. Registration

Registration packets will be distributed to each active member in May. Registrations must be mailed to the Registration Coordinator by the specified date in registration packet. Any registration mailed before the specified date or not postmarked will be processed last. Registrations will be processed in order of postmark date, completeness, academic need and placement taken from the mailbox or random draw.

C. Withdrawals

Enrollees are required to make a one year commitment to Homeschool ACADEMY. In cases of early withdraw, family registration fees and/or current month's tuition are forfeited. In addition, those members are expected to make the remaining tuition payments for the year. Leadership reserves the right to waive this requirement dependent upon circumstances. Early withdrawal also leaves members ineligible for enrollment for one year.

Teachers who withdraw early will be ineligible to teach for one year. Prospective families submit the preliminary application, and then meet for an interview with the director and/or leadership. Leadership then has the right to admit or deny families based on their interview.

D. Health

- During the school year, if a child becomes ill with a communicable disease, the parents must notify the director. The director will post an announcement of communicable disease immediately.
- Do not bring your child to ACADEMY if he/she has a green or yellow runny nose, fever, cough, rash, or other signs of illness. If a child has symptoms of illness when brought to class, the teacher or director will ask the parent to take the child home. The child must be free from fever or vomiting for 24 hours before he/she can return to class. We will be strictly adhering to this policy. If a student or parent has a fever or has vomited, he/she will be sent home. If there is a student or adult who is persistently coughing, has a colored runny nose, or exhibiting a rash while at ACADEMY, that person will be asked to leave for the day. If symptoms such as a runny nose and cough are frequently exhibited due to seasonal allergies, it would be in the person's best interest to get something from their doctor stating so. With confirmation on file, the need to be sent home would no longer be necessary.
- In an instance of lice infestation, parents must notify the director. The director will post an anonymous announcement of the infestation immediately. ACADEMY adheres to a no-nit policy. All family members must be lice and nit free for one week before the family will be readmitted to classes.
- If your child gets sick during ACADEMY hours, do not let your child sit with you in the classes you help/teach in. They must be taken off campus.
- It is the responsibility of the parent to ensure their child(ren) is healthy and able to participate in the physical education classes. Without written parental permission to be excused, students are expected to participate in physical education classes.

E. Membership

- Membership and participation in Homeschool ACADEMY is a privilege, not a right.
- The Leadership team shall determine class size, grade level, and teachers.
- Enrollment will be based upon the availability of classroom sizes.
- Late registrations may be accepted by the Leadership Team under special circumstances and will be decided on an individual basis.
- Current members will be given the first opportunity to pre-enroll for the next school year, followed by open enrollment which will be on a first come, first serve basis.

- Families are expected to attend all Tuesday classes, lunch, chapel services, Membership Meetings and Showcase set-up mornings. If a family is found to have an excessively high absence rate (five or more), leadership may, at their discretion, refuse re-enrollment to a family for the following school year, or put them on probation.
- Parents of early college students leaving ACADEMY during the school day must still attend all five hours at ACADEMY. Students must submit college schedules before being permitted to have a shortened ACADEMY schedule.
- Current members who withdraw during the school year will be ineligible for enrollment for one year. Active members who take one year off will be considered and will register as a new family at the discretion of the board.

F. Job Assignment

Each member is responsible for fulfilling the duties of their assigned job (or Leadership Team position) for the entire school year. Any questions or difficulties connected with your job should be discussed with a leadership team member.

G. Teacher & Volunteer

If an illness or other unforeseen circumstance prevents you from being at ACADEMY, you are responsible to let the substitute coordinator know of your absence. The substitute coordinator will find replacements for your classes, but you must find a substitute for your job if applicable. While it is expected that everyone attend weekly we know that an illness or unforeseen circumstance can happen, one of the benefits of homeschooling is the allowance of a flexible schedule. While we ask members to refrain from scheduling vacations during ACADEMY days, we understand that may not always be possible. ACADEMY allows for up to two school day absences due to vacations. Any more than two vacation absences may jeopardize your membership the following year.

H. Parent Pick-up Policy/Parent Sign Out

- A parent must do the following prior to the occurrence of another adult picking up their child:
- They must notify the director of the name of the adult and their relationship to the child.
- The adult picking up the child must show some identification.
- Parents are to remain on site while their children are participating in the classes of the ACADEMY. However, should you need to leave, another adult present at the ACADEMY must take responsibility for your child/children 3rd grade and older.
- Another family member may periodically replace you as assistant in the classes you help in. They must attend the Child Protection Video in August, on the same day as the August Sign-up Day or Orientation or they cannot replace you. The director must be notified of this happening and must be kept to a limit.
- If a family member is subbing for you, they must physically be able to sub in all of your classes. They must be “you” for the day and complete all of your responsibilities, including any weekly jobs that must be fulfilled.
- On the occasion of a parent being unable to attend, children 3rd grade and older may attend under guardianship of another adult member of ACADEMY. Children under 3rd grade are not permitted without the parent.

- In the event of an extreme or unforeseen circumstance or in the event of an emergency a parent may opt to place their child under the temporary guardianship of another adult who is qualified to teach or sub at ACADEMY. In the event and per Leadership's discretion a child who is younger than the 3rd grade may attend ACADEMY during a day when a parent is unable to attend ACADEMY. This is to be the exception not the norm.

I. Parent Membership Meetings and Orientation

Annually, on the second Tuesday in August, Sign-Up Day is held. Each parent is required to attend The Mandatory Meeting, as well as Child Protection training. This meeting will cover topics such as changes in bylaws, tuition information and more. This is the same day to sign up to help in classes, volunteer for a job, childcare or in lieu of childcare job (if applicable.) If unable to attend The Mandatory Meeting, or the Child Protection Training on Sign-Up Day, you must attend these at the second chance evening. This evening is held on a Tuesday evening at the end of August. At these meetings, all families will receive a folder containing all important information regarding Homeschool ACADEMY's business operations and information regarding your child's classes. Teenagers must attend the teen mandatory meeting (the same evening as the second chance meetings). If you do not attend the mandatory membership meeting on one of these days, your enrollment will be forfeited. Any senior student planning to participate in the senior student helper program must also attend child protection training.

J. Teacher Meetings

All teachers for the upcoming school year are required to meet with the leadership team for the scheduled August meeting. Teachers must participate in Child Protection Training required by Homeschool ACADEMY. Teachers should be available for any additionally scheduled meetings through the course of the school year.

K. Student Conduct Requirements

- Along with ACADEMY's code of conduct, all students are expected to abide by the following requirements. Homeschool ACADEMY'S Code of Conduct extends to the public forum. All students must:
- Respect all authority representing ACADEMY. This includes teachers, Leadership Team members, church personnel and parents.
- Out of respect for the teacher and other students, be on time for all classes.
- Respect the classroom by listening to the teacher. While we want to encourage fellowship, the time is not during classroom instruction.
- Cell phones and other devices are not permitted during class. If these items are found being used during class, they will be taken and returned to the parent.
- Be on time for chapel and listen quietly and attentively.
- Respect God. This means to respect those with differing Christian faiths or viewpoints. Treat everyone with the love and respect you would want to be treated with.
- Respect yourself. Dress appropriately and use language that is in keeping with dignity and self-worth.

- Respect other students. This means all students shall not intentionally gossip, intimidate or say things to hurt another's feelings. Keep hands off of other students. ACADEMY has a "hands off" policy, meaning no pushing, shoving, pulling, poking, whether intending to be playful or not.
- Respect the property of others. Students must keep their hands off of other's property, unless given prior approval by the other student.
- Respect the church building and remember we are guests at CrossPointe Community Church.
- All high school students are expected to complete all assignments, or will be asked to leave the class, and join study hall.
- Students in grades 6-12 are expected to help with lunch clean-up two or three times and after school clean-up four times in a school year. After school clean up begins at 2:45pm.
- In order to comply with the recommendation of the insurance company, no student is permitted to carry a knife at ACADEMY.

L. Student Discipline Policy

Discipline should be handled discreetly if possible and with respect for the individual. The following are the procedures to follow for classroom and chapel discipline:

Discipline in classroom:

- Issues such as disrupting class, disrespecting the teacher or another student, profanity or vulgar language are issues that need to be dealt with by the teacher and/or the detention table.
- Teachers and/or helpers will try to discuss the issue with the student. Corporal Punishment is absolutely not permitted. This is the student's first warning.
- If discipline is still needed, the student (3rd-12th grade) will be sent to the detention table. The student's parent will receive a "Character Trait" sheet that the student and parent must read, sign and return to the director the following week before the student will be permitted to attend classes.
- If the student is sent to the detention table a second time in the same day, they will be suspended from school the following week. If the suspension means the parent will be unable to attend as well; they are responsible to find their own replacements.
- If this is a reoccurring issue with the same student each week, it is within the Directors' discretion to decide what further action will be taken.

Discipline for physical confrontations between students:

- Homeschool ACADEMY has a "hands-off" policy. No pushing, shoving, pulling, poking, whether intending to be playful or not.
- If a student is hit, kicked, slapped, pinched, bit, bullied or any sexual comments made toward, etc. by another student, action will be immediately taken by the director.
- The guilty student will be suspended for an amount of time determined by the director.
- If the student repeats the infraction, he/she will be expelled from Homeschool ACADEMY.
- The parent of the expelled student will still be expected to pay their tuition for the school year.
- It is vitally important for teachers to follow this policy.
- If someone is injured by another student, the guilty student MUST be immediately removed from the classroom. Discipline in chapel: Out of respect for chapel leaders, speakers and others around, it is expected of everyone to:

- Be on time and listen quietly. Any student that repeatedly talks during chapel after being asked to be quiet will be asked to sit with their parent the following week. If this happens repeatedly, the student may be asked to sit with the parent for the remainder of the school year.
- All students are required to find a seat in the front center pews.
- Please leave backpacks outside of the sanctuary.
- Cell phones and I pods are not permitted during Chapel. If these items are found being used during Chapel, they will be taken and returned to the parent.
- "Hands off" policy is required. If a student is bothering another student, they will be asked to sit with their parent the following week. If this happens repeatedly, the student may be asked to sit with the parent for the remainder of the school year.
- Do not eat in the sanctuary.

M. Graduation Ceremony

Graduation is a special time to celebrate the accomplishments of our seniors. Homeschool ACADEMY would like to celebrate with these seniors by hosting a graduation ceremony for them. The following are the guidelines and requirements that Homeschool ACADEMY has agreed to supply/offer each year.

- An official homeschool ACADEMY graduation ceremony shall be held each year at the discretion of the Leadership Team. In years when there are only two graduates, the Leadership Team shall determine if an official Homeschool ACADEMY graduation ceremony shall be held, or if the small number of graduates will be honored in another way.
- Graduate's families are expected to help with some of the jobs associated with the planning and execution of the graduation ceremony. These jobs will be distributed by the Special Events Coordinator.
- Eligibility to participate as a guest graduate is defined as any previous Homeschool ACADEMY family member in good standing whose high school senior student has attended Homeschool ACADEMY for at least one year during grades 9-12.
- Guest graduates are exempt from any jobs associated with the ceremony, but shall pay a fee of \$125 by October 10. The amount raises to \$145 after that until November 1. If no payment is received by November 1, the guest graduate is no longer eligible to participate the Homeschool ACADEMY graduation ceremony.
- High school diplomas are certified, issued and presented by the parents of each graduate. Homeschool ACADEMY does not verify that the State of Michigan academic requirements for high school graduation have been met, nor is Homeschool ACADEMY responsible for the wording, documentation or authenticity of diplomas purchased and issued by the graduates' parents.
- Although diplomas are certified and awarded by the individual parents, students who choose to participate in Homeschool ACADEMY's official graduation ceremony are considered part of Homeschool ACADEMY's alumni.
- Each individual family chooses how to recognize their graduate. Therefore; a graduate may wear individually chosen honor cords.
- The Special Events Coordinator and director shall coordinate the graduation ceremony and the accompanying reception.
- Every effort will be made to accommodate the preferences of the graduating seniors and their families; however, the director of Homeschool ACADEMY shall have the authority to make

final decisions in all matters regarding the graduation ceremony and the accompanying reception.

- In consideration of Homeschool ACADEMY providing the graduation ceremony and reception, preference shall be given to members of Homeschool ACADEMY in the selection of commencement speakers and musicians.
- In consideration of Homeschool ACADEMY providing the graduation ceremony and reception, all member families of Homeschool ACADEMY shall be invited, in writing, to the graduation ceremony.
- The graduates' families shall be allowed to invite any other people they wish to the graduation ceremony of their seniors.
- Homeschool ACADEMY shall provide the facilities for the graduation ceremony and reception at no charge to families of the graduates.
- The graduates' families shall pay all other expenses associated with the graduation including, but not limited to, cost of caps, gowns and tassels. Each family will contribute \$80 to cover costs for speakers, musicians, sound personnel, video personnel, etc. If there are funds left over, it will go into an account toward future graduations.
- All 11th grade students enrolled at ACADEMY are required to help set up and/or clean-up for the current 12th grade graduation.

N. Amendments

The Leadership Team shall amend By-Laws after a resolution is approved by a majority of the votes cast.

O. Communication/Grievance Policy

- Minutes of Leadership Meetings will be posted in a notebook for all members to read.
- Important communications will be shared with members in Chapel and will be posted on SLACK.
- Members may direct any questions/concerns to anyone on the leadership team.