# **NCAC Homeschool Academy Information, Rules, and Policies**

### Waivers

Youth Waiver

Child Responsibility Statement (for ages 12 and under)

Youth Responsibility Statement (for ages 13+)

Proxy Form

### Who We Are

NCAC Homeschool Academy is a secular and safe environment where K-12 students can participate in a variety of academic and enrichment classes to further their educational needs year-round. At NCAC Homeschool Academy, children attend classes centered around their interests and academic goals. We strive to offer the core classes as well as the fun stuff through our program! The director works collaboratively with our teachers to ensure quality programming in an open and friendly environment and strives to make the academy as flexible, relevant and welcoming as possible to both parents and children. We always welcome any ideas or feedback.

### NCAC Executive Director

Georgia Bonney is the mother of fourteen children, all homeschooled. She also holds two graduate degrees in Music from the University of Southern California, a Fulbright Scholar, a published academic writer, and the director of the Neighborhood Creative Arts Center, The Thinking Kid, and Children’s Voices of Southern Maryland. Family, academics, and the humanities have always been of the highest priority in her home. Her children have attended school at University of Chicago, College of William and Mary, George Mason University, University of Maryland, College Park, University of Utah, and Brigham Young University, where they have studied Humanities, Economics, Education, Mental Health Counseling, Mining Engineering, Business, Middle Eastern Studies, Advanced Arabic, Applied Mathematics, and Applied Mathematics. She is still homeschooling seven of her children. Having lived through many years of homeschooling and co-ops,her newest goal is to assist parents with their homeschool adventure. The NCAC Homeschool Academy, with the assistance of Dr. Trenace, is the part of the realization of this goal, as it offers a place where students can be intellectually stimulated and excited and a time for homeschool parents to relax and recharge.

NCAC Homeschool Academy Director

Dr. Trenace Richardson

Dr. Trenace Richardson is a nationally sought after keynote speaker, workshop facilitator, and an award-winning educator, author, and CEO. She is the founder of REAL Women Inc. and has spoken to audiences across the country, helping businesses, churches, civic organizations, and individuals excel in the areas of personal and leadership development. Dr. Richardson's passion is helping current and emerging women leaders lead with soul, using a theoretical leadership framework she developed called, ***Leading with Soul***. A lover of learning, Dr. Richardson earned a Master of Divinity degree from Howard University and a doctorate in Higher Education Administration from The George Washington University. In addition to her other activities, Dr. Richardson is a dedicated homeschool mother. She has been active in co-ops and the academic world for many years and is excited to be heading up the NCAC Homeschool Academy.

Dr. Richardson is a proud member of Delta Sigma Theta Sorority, Inc. and is honored to be the wife of Gregory Richardson. They have two beautiful children, Nhi’ya and Nigel and live in the DC Metropolitan area.

### Location

NCAC Homeschool Academy holds classes at the Neighborhood Creative Arts Center, 106 St. Mary’s Avenue, La Plata, MD. We are a secular academic center that does not teach religion or have it woven into any classes. We are open to all religions and races and enthusiastically welcome all diverse backgrounds.

### Operating Hours

NCAC Homeschool academy is run on a 16-week semester basis .

Academic Year Homeschool Academy:

Tuesday 9:30 am - 1:30 pm

Thursday 9:30 - 1:30 pm

Fabulous Homeschool Fridays:

Fridays, 9:30 am - 1:30 pm on a 4- week session basis

### Primary Communication Method

The primary mode of communication between the NCAC Homeschool Academy and our community is via email. Parents with students registered for classes will receive weekly emails from us with class summaries. This will help them to know what’s going on if they don’t get the full report through their child.

### Wi-Fi

Wi-Fi is available on site free of charge.

### Facebook - [facebook.com/NCAC Homeschool Academy](https://www.facebook.com/Inquisiminds/)

If you are a Facebook user, please make sure to “like” us on Facebook as that is where we will post information on classes, teachers, and upcoming events. Additionally, if weather-related closings prevent NCAC Homeschool Academy from opening, these important announcements will be posted on Facebook.

### Parent Responsibilities

1. Parents must complete the waiver form delegating another onsite NCAC adult to be responsible for their child(ren) in case of an emergency. In this case, the Parent/Legal Guardian Proxy must be completed and signed.
2. Remind children how they are to conduct themselves in a classroom setting. Please read the child agreement to your child and have them sign it. This must be completed as part of the registration packet.
3. Monitor the behavior of their children.
4. Do not drop off students any earlier than 15 mins prior to the Academy start time and please pick up students promptly upon academy completion.
5. Adhere to the established discipline procedures as stated in our NCAC HSA Code of Conduct Agreements.
6. Sign your children in and out of the Homeschool Academy. Children 13 years or older may sign themselves in and out at the front desk.

### Student Responsibilities

1. Respect and obey your teacher.
2. Respect your peers and be cooperative. Bullying is not tolerated in any form.
3. Respect the property – this includes the entire facility and any and all materials in them.
4. Conduct yourself in a safe and orderly manner. Enter through the main doors and be quiet in the halls as others will be in class.
5. Be on time and prepared for class. Late arrival disrupts the class and is unfair to everyone involved.
6. No electronics shall be used in class unless the teacher specifically asks for it. This means cell phones, tablets, electronic gaming etc should be set to silent and put away.
7. There is no food or drink except water allowed in the classrooms. Gum chewing during class is also not allowed.
8. Skates, healies, ripstiks, bicycles, and scooters are not to be used at NCAC Homeschool Academy.

### Drop-off Policy

Parents must delegate an NCAC adult to be responsible for their child in case of emergency. Students up to 12 years old (by September 1 of the program year) must be signed in and out by a parent, guardian or proxy at the front desk.

Students who are 13 years or older (by September 1 of the program year) can be dropped off. Drop-off students will sign in upon arrival. Parents will ensure the current emergency contact information is correct, and students and parents will sign the Code of Conduct Form before drop-off is allowed.

Students are not to be dropped off for class any earlier than 15 mins prior to the start of class. Students must be picked up promptly at the end of class.

### Discipline Procedure

If a child is reported to the directors to be uncooperative, disruptive or disrespectful, the following procedures will be followed:

1. On the first occurrence, the child will be spoken to by the teacher and/or the director and an email will be sent to the parent.
2. On the second occurrence, the student will be asked to sit out the remainder of the class and a parent/director meeting will be arranged. The student will not return to class until the meeting has occurred and the issue has been resolved.
3. On the third occurrence, the child will be removed from class and will not return for the remainder of the session. No refund will be given for the class.

### Building Use Rules

1. No smoking, drugs, alcohol or firearms are allowed at any time on the property.
2. Leave no trace! Place all trash and recyclables in their appropriate containers, and leave your occupied space cleaner than you found it. On rainy days, ensure wet umbrellas and shoes don't track in mud and dirt. We have coat hooks and umbrella holders at the entrance.

### Outside Rules

1. Running should be contained to the outside play area.
2. Playing is prohibited in the parking lots.
3. Furniture inside the building must stay in the building.
4. Children should be reminded to invite others to play and to keep their hands on their own bodies.
5. Some children enjoy rough play and others do not. Please save wrestling, sticks, swords, and Nerf blasters for at home.
6. If families are leaving after playing outside, we ask that you please re-enter the building and sign your children out.

### Illness Policy

For the consideration and well being of others, please do not bring a child to class who is experiencing the following symptoms:

1. Fever over 100
2. Colored mucus (yellow of green snotty nose)
3. Diarrhea, vomiting or nausea (within the last 24 hours)
4. Gunky or crusty eyes
5. Virus, infection, or any other condition known to be contagious (to include ringworm and head lice)

### Registration

Registration is on a first come, first-served basis with first preference given to current students. Wait lists will be established so if circumstances change for a registered student, students on the waitlist will be moved into the academy. Students may enroll the academy late with director approval. Each request will be considered on a case by case basis. Please know that no personal information (name, age, address etc.) will be posted or given out at any time.

### Class Placement

One of the advantages of homeschooling is allowing each student to perform at the level they are capable of. Therefore, a parent may choose to place their child in a class ONE grade level up or down from their age appropriate grade. Please keep in mind that anymore than one grade level needs to be approved by the director prior to registration and the student must demonstrate the appropriate maturity level to handle the classroom work and environment.

### Fees

Registration fees must be completed on time. If we do not receive your payment, we will reach out to you through email. If these emails are not responded to with a payment or discussion, your child will not be permitted to continue in the NCAC Homeschool Academy.

For those parents who choose to teach with NCAC HSA, teaching one class for the term is equivalent to the tuition for one child (and two classes- two children, etc.). To apply, please complete this [NCAC Teacher Job Application Form](https://forms.gle/wdHgE32YJi15KhrH7).

### Refund Policy

The tuition fee is non-refundable. No credits will be given for missed sessions.

### Homework/Grades

Most classes will not distribute homework. At times, our teachers may ask the children to complete a task outside of class and we ask you to respect these requests. Please assure that your child comes to class each day with all the required resources and supplies. Teachers will not give out grades or administer tests but will communicate with parents on their child's standing in the class to help that parent assign their child a grade for transcript purposes.

Education Responsibility

The NCAC Homeschool Academy is a supplement to parent’s home managed education. We are NOT an umbrella and do not provide oversight for homeschooling.

### Children with Special Needs

All families and children are welcome at NCAC Homeschool Academy. However, our program is not designed to meet the needs of special needs students. If you have a student with learning challenges, please contact the director prior to registration. We will try to meet the needs of all students, but this may not be possible in all cases. Open communication and observation will help our teachers support you and your child’s needs. It is at the teacher’s discretion to allow a student to take their class when there are special needs. If it is determined during the course of the year that a student’s needs are making excessive demands upon the teacher or the class, the student may be dropped from the class. If your child has special needs or you have concerns for your child, we encourage you to speak with us before registration so we can see how/if we can accommodate your student.

If a child has a serious medical issue, relevant information should be provided to NCAC Homeschool Academy at the time of registration, and a parent must remain on the premises during all class times. NCAC Homeschool Academy will not be responsible for administering medications.

### Parking

Parking is available in front and to the side of the building. Handicap parking is reserved for those with a parking tag issued by the state.

### In the Event of Fire

Fire escape routes are posted, and we will all meet at the side of the building where the large blue metal sign is located.

### In the Event of Inclement Weather

NCAC Homeschool Academy follows CCPS closures. If class is cancelled due to weather, we will post cancellations via Facebook and email by 8am the morning of class. We may have a backup day built in. If we do not, we will make every effort to schedule a makeup day. We understand that families may be traveling from far distances. Each family should use their best judgment with regards to traveling safely in poor weather. Use your own discretion.

### Media Release

NCAC Homeschool Academy periodically uses electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes. By registering for classes, students and parents give permission to NCAC Homeschool Academy to use such reproductions for educational and publicity purposes in perpetuity without further notice.

### Disclaimer

NCAC Homeschool Academy, its teachers and staff and the owners at the Neighborhood Creative Arts Center assume no liability in any injuries incurred while using our programming or facilities, including personal injury from accidents or illness arising from participation in NCAC Homeschool Academy activities (including but not limited to instruction, open and organized outdoor time, any and all classes, enrichment programs, injury during observation, individual use of facilities or equipment, and all premises including the associated sidewalks, outside play area, and parking lots), or any and all claims resulting from the damage to, loss of, or theft of property. Parents are directly responsible for the welfare of their children while using our facilities and as such should be aware of the inherent risks surrounding activities with our group. Further, we believe that parents are a child’s first teacher and classes, field trips or other events hosted through NCAC Homeschool Academy should be used for enrichment purposes only. NCAC Homeschool Academy cannot guarantee “learning” or academic advancement in any area.

By registering for classes at NCAC Homeschool Academy you agree that you have read and will abide by the policies outlined in this manual. Parents and students agree to comply with the policies herein as a requirement for participation at NCAC Homeschool Academy. **In addition, all parents and students must complete and sign the adult/youth waivers at appendix 1 and bring it to the first day of class to be kept on file.**

Registration Packet

The following Forms will be emailed to you to complete once you have registered for the NCAC HSA.

Youth Waiver (appendix 1): available for viewing [here](https://drive.google.com/file/d/1nQukYqQiQ4jTqJQptQh2_u7rgYaTTJOQ/view?usp=sharing)

### Parent/Legal Guardian Proxy (Appendix 2)

I, the parent / legal guardian of the student(s) listed below, give permission for the following person to be my proxy in order to authorize emergency medical care and supervise my student(s) at all times while I am not at NCAC Homeschool Academy. I understand that I am responsible for maintaining current contact information.

### Student Code of Conduct Agreement (Appendix 3)

For ages 12 and under:

1. To allow everybody to grow and learn, we must respect our fellow students and our teachers. We want everyone to feel welcome and accepted so they can develop to be the best they can be.
2. We must focus on the teacher while they teach. This means that we must be quiet and listen when the teacher is speaking. This also means that my electronic devices will be silenced and put away unless a teacher asks me to use it for the class.
3. We must come dressed in appropriately modest, comfortable, and clean clothes, with hair out of our eyes, and clean hands.
4. We must always use kind words. We do not use strong or hurtful language.
5. We never gossip or criticize others in a hurtful way.
6. We should make every effort to come to classes rested and nourished. It is difficult to focus when we are tired and hungry. Have a snack and rest in the car on the way to the academy.
7. We encourage others to keep trying, and when we can, help them along. We are all learning together.
8. We always try our best. Some days are better than others, but we always put forth our very best effort.
9. When we are home, we think about what we learned and work on our new skills.
10. We must remember that it is our responsibility to work hard and never ever give up.

For ages 13 and up:

I understand that being allowed to be dropped off at NCAC Homeschool Academy is a privilege. I agree to abide by the following rules while on campus and understand that if I don’t follow the rules, my drop-off privilege will be revoked.

I agree to:

* I will respect the teachers and adults at NCAC Homeschool Academy and follow all of their directions.
* I will attend all of the classes which are a part of my program.
* I will sign in and out of NCAC Homeschool Academy. I will ensure that the proper emergency contact number for the adult is listed on the sign in sheet.
* I will treat all others and myself with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others (ex: fighting, threats, insults, bullying, belittling, discrimination, etc.) are NOT permitted.
* I will dress modestly and appropriately so as to not distract from the uplifting learning environment. I will be clean, with my hair out of my eyes.
* I will use only kind words. I will not use strong or hurtful language or profanity of any kind.
* I will never gossip or criticize others in a hurtful way.
* I will make every effort to come to classes rested and nourished.
* I will not use electronics in class unless the teacher specifically asks for it. This means cell phones, tablets, electronic gaming etc will be set to silent and put away.
* I will encourage others to keep trying, and when I can, help them along. We are all learning together.
* I will respect the privacy of others.
* I will not disturb classes in session or make noise in the hallways.