

HOMESCHOOL ACADEMY OF SOUTH JERSEY

Student & Parent Handbook 2011-12

"We can help you Homeschool your child"

Our Mission:

The HASJ is committed to providing students with academic classes to enrich and fulfill the New Jersey educational requirements.



The Homeschool Academy of South Jersey

1800 E. Broad Street
Millville, New Jersey 08332
609-805-2548
609-805-7242

Email: staff@homeschoolacademysj.org
Website: www.homeschoolacademysj.org

The Staff is proud to announce another year of exciting and stimulating courses for all age students at the Homeschool Academy of South Jersey ("The Academy"). It is our hope and goal that your student's home school experience will be enhanced with the courses we are offering this year.

Please note that the Academy classes offered have an "all inclusive" tuition fee. This means that everything needed: books, lab fees, supply fee, registration fee and diploma fee are included. There is an additional charge for online courses.

Hours & Days of Operation:

First Day - Orientation Day: Parents are expected to attend the first day for a 60 minute orientation.

Begins: September 13, 2011
School Year Ends: May 29, 2012
Graduation: Thursday, June 7, 2012
Holiday closing: December 20th and 27th, 2011
Hours: 8:30 - 4:30 on Tuesdays

Option Thursdays —Ms. Carla Ives's Study Hall with Assistance AM \$20, PM \$20, All Day \$35

Email Ms. Ives's at history.teacher@hasjschool.org for further information.

Weather related closing: General, the Academy will be closed if Millville schools are closed. It will be posted on Snapgrade. There may be instances when Millville Schools are on delayed opening. We may open on time or be closed because the parking lot has not been cleared. It will be posted on Snapgrade.

You may get the information within minutes by signing up on Action News website. Go to www.6abc.com and scan the left side of the page for Accuweather. Click School Closings. The School closing page will allow you to sign up to be notified by email, wireless phone, online or telephone. By visiting the website, you may scroll through the list of schooling closings. Be sure to scroll down to the NJ Public/Private school list. You may also watch that TV station and it will display on the Action News or Good Morning America shows.

You can check the Millville Public school website - <http://www.state.nj.us/counties/cumberland/0610/schools/home/>

A new email address will be assigned to parents and students for HASJ school related business in the

form of: Parents: parent.(last name)[@hasjschool.org](mailto:parent.(last name)@hasjschool.org)

Students: (first initial).(last name)[@hasjschool.org](mailto:(first initial).(last name)@hasjschool.org)

This form will make it easy to contact other parents and students.

Curriculum:

All curriculum will be completed by the last day of classes so that grades may be distributed in a timely manner. Quarters are nine weeks long. Student progress reports can be viewed on SnapGrade.

Please note that all rules and guidelines are set forth in an effort to make the experience at The Academy an orderly, peaceful, and pleasant one. They will be enforced to ensure the safety and security of the Academy as a whole.

Quarterly Grading Periods

1st Quarter: September 13 – Nov. 8, 2011

2nd Quarter: November 15 – Jan. 24, 2012

3rd Quarter: January 31 – March 27, 2012

4th Quarter: April 3 – May 29, 2012

Report cards are issued the week after the quarter ends.

Official Guidelines and Policies of HASJ

All members (parents, teachers, and students) will be required to:

- Read these guidelines and the policies on the HASJ website www.homeschoolacademysj.org.
- To show respect and consideration for all Academy staff, parents, teachers and students present in the Academy. Demeaning and ridiculing of others will not be tolerated.
- To show respect for the building in which we meet. Respect will include “quiet time” inside the building at all times. No loud talking and no running will be tolerated.

Arrival and Dismissal policies of the HASJ.

- NO student (regardless of age) will be dropped off outside of the building.
- A parent (or other designated adult) **Must** accompany their student (s) into the building, via the side door and sign in.
- **Every** student (regardless of age) must be registered by the parent, when they are dropped off. The parent will be required to notify the Academy, in writing, as to who will be picking up their student (s) after completion of their last class.
- No student is to be left on Academy premises for more than 15 minutes after the completion of their last class. Doors are locked at 5:00 PM.
- Parent will be assessed a \$10.00 fee per incident, per student, for any student remaining for more than 15 minutes after the close of the Academy day payable at that time. For Pre-planned after school activities: Parents will give written permission, including their agreement to pick up their child **promptly** at the hour designated for the end of such

activity.

- Bring your own lunch, beverage and snack.
- Students may leave the school at lunch time with their parents. Parents must sign them out and in when they return. Parents are *not* permitted to take other children with them.

Homework Policies

- Students are expected to come to class prepared and on time, with all class assignments completed and all supplies necessary to complete the tasks in class.
- Parents are responsible for providing their student with basic school supplies (pens, pencils, eraser, notebooks and/or paper, book bag, etc.), and any other supplies the teacher asks their student (s) to bring in to complete work in their classes.
- Each parent should supply their child with an Agenda book for assignments to be written in.
- **It is the responsibility of the student to write down his assignments in class.** As a back up, all homework assignments will be posted on the SnapGrade website by Wednesday at noon.. Parents/students should check this website for all homework assignments and notices from their teachers and Academy Staff.

Attendance/Missed Class Policies

- Students missing a day of school or a class will be responsible for checking the Snapgrade website as soon as possible for any make-up work and weekly assignments. All assignments are due the following week, unless the parent makes a personal call to the teacher.
- All students – especially those working toward high school credits – are required to complete all homework assignments and tests.
- It is the responsibility of the **student and parent** to ensure that all assignments are completed. Parents should review assignments at home as the ***ultimate responsibility for the Homeschool Education lies with them.***
- All assignments **must be turned in the week the student returns to school.**
- Excused absences for such things as **vacations** will be allowed **one additional week** to complete homework assignments for each week absent.
- One week late assignments will be **penalized ten points**. Homework completed later than the one week grace period will be given a grade of (D-). Homework not completed will be given a (0) grade.
- It is the students' responsibility to **make up all tests and quizzes** that were missed during an absence. This can be completed during lunch hour.
- For extended absences and additional help, tutoring is available at a charge of \$15 per hour for the time the teacher spends with your child. This is to be arranged with the individual teachers.
- All grades, homework assignments and missing assignments are posted on Snapgrade.com. You will be emailed your link to Snapgrade.com.
- Students will be assigned an email address in the form of [\(firstinitial\).\(lastname\)@hasjschool.org](mailto:(firstinitial).(lastname)@hasjschool.org). Parents will be assigned an email address in the form of [parent.\(lastname\)@hasjschool.org](mailto:parent.(lastname)@hasjschool.org).

- Absentee Policy
- Whenever possible send a responsible person to retrieve any worksheets for that day which will be located in the mail folder at the check-in desk. The responsible party may bring in any homework that is due that day and leave it with the study hall personnel.
- Students are required to call out the night before, or between 7:30-8:30 the morning of the absence. Calls may be made to the HASJ number to report the absence.
- Students will only be permitted two excused absences per quarter.
- Excessive absences will require a doctor's note or documentation for two absences in a row and three or more absences per quarter. The quarterly grade will be reduced by 10 points for each unexcused absence. Missing 5 or more days per quarter will result in a grade of "Incomplete" and will **require** Thursday study hall to make-up the work.
- Missing a full class will be considered a ½ day absence unless prior permission has been obtained from the principal for legitimate reasons.
- ****Students may be no more than 15 minutes late for the first class of the day. Parents will be required to call the HASJ phone number if the student will be reporting to the first class later than 15 minutes after the start.**** Teachers may retain students during lunch/recess time to complete missed class work.

Grading Scale

- A 92-100
- B 83-91
- C 74-82
- D 65-73
- F 64 & below

The Homeschool Academy of South Jersey admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

HASJ Dress Code

The following standards are generally recommended for our students.

Students should wear clothing that is clean and suitable for school activities, keeping in mind the weather conditions and good taste. Shoes must be worn at all times. Pants are to be worn around the waist and securely fastened.

The following are more specific:

- Blouses should cover the mid-section and be in good taste
- Clothing should not advertise societies vises
- Clothing should cover the underwear
- Hoods should not be worn over the head
- No hats in the building

- Sunglasses are reserved for outdoor use
 - Clothing should not contain holes above the knee
 - No shoes with wheels
 - No pajamas
 - Shorts must be finger tip length
- Pants hems should not excessively drag the floor

In an effort to address our student's safety and welfare, with minimal distractions, the staff will be responsible for enforcing this dress code fairly and reasonably. If students are in violations of the dress code, they may be asked to wear a cover-up or call home and ask for reasonable clothing. There may be disciplinary actions dependant on the student's attitude.

Electronic Devices

Cell Phones – may **not** be seen/used during classroom hours. They must be on vibrate and put away. Cell phones may not be used to check time, text message, take pictures or any other function during classroom time. If cell phones are out and/or used, they will be written up on a disciplinary action and phones will remain on the teacher's desk until the next class.

Electronic Devices - Any type of Walkman, MP-3 players, I-Pods, Side-kicks, pagers, etc., or any other electronic device are not allowed in the school. Laptop computers are only allowed with special permission.

HASJ STUDENT RESPONSIBILITIES

Homeschooling allows FREEDOM, but with freedom comes RESPONSIBILITY

Minor Responsibilities

- Behavior should be commendable.
- Maintain proper table manners in the lunch room.
- Arrive to class on time before the late bell. Should a staff member or teacher hold you beyond the late bell, ask them for a signed slip.
- Refrain from physical conduct other than hugging.
- Guard your language.
- Follow Dress code policy. See attached sheet.
- Refrain from unsafe acts.
- Bring book bag with you to class packed with all items you will need for the day.
- Maintain self-control.
- Cooperate with teachers and staff.
- Watch your conversation so other students do not become agitated.
- Maintain a peaceful disposition in class, hallways, cafeteria and playground.
- Cell phones may be used during the 5 minutes between classes, at lunch time, playground or after school. They should be out of sight during class time. Leave your Walkmans and I-Pods at home.
- Complete all homework assignments on time for full credit.
- Mail folders contain important information for parents only.
- Absolutely NO GUM in the building

Major Responsibilities

- Remain on the school grounds.

- Ask permission to leave class rooms.
- Students can not leave the school property with anyone other than their parents or adults approved by their parents. Teachers are not to give students rides unless emergency cases. Student that will be driving themselves will need to complete our Waiver forms.
- Students are to remain at lunch time unless their parents take them out for lunch. Parents should sign them out when they leave and in when they return.
- Properly care of school property.
- Complete your own school work.
- Show respect for all teachers, students and staff.
- Use caution in unsafe situations.
- Behavior should always be praise worthy.
- Always handle other students' property with respect.
- In the event that an incident does not clearly fall into the above categories, the administration reserves the right to interpret the code.

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Minor infractions will be handled by the teachers. Disciplinary Notifications will be emailed. Major infractions will be cause for suspension for one week. Homework will still be due on the week the student returns. Students will be on probation for the remainder of the school year. Expulsion will result for any more infractions. **We make every effort to handle each situation on an individual basis.**

HASJ Statement of Purpose

The Homeschool Academy of South Jersey was created by parents interested in providing any homeschool family, regardless of religious beliefs, ethnic background or financial situation an alternative to schooling strictly at home. The Academy is not affiliated with any religious organization, but does practice Bible principles with an emphasis on excellent character. It is a place where children of varying ages can gather in a classroom atmosphere and learn various academic subjects, as well as, enrichment classes of diversified interests. The HASJ diploma can be earned by meeting NJ requirements through our accelerated high school program. Parents can feel comfortable that their children are in an atmosphere where they are supported and treated with respect by skilled teachers and students alike.

Please check our website www.homeschoolacademysj.org for more recent updates to this Handbook

Code of Conduct for our Parents (updated 6/20/10)

Homeschooling allows FREEDOM, but with freedom comes RESPONSIBILITY.

The amount of time spent at HASJ will be far less than the time spent in school each day. Our motto says, “We can **help** you Homeschool your child.” The rest is up to you. Listed below are our expectations.

Time

HASJ will cover the basic academic subjects with a few electives. Education doesn’t stop there. Parents will need to invest time and energy to ensure that all assignments are completed on a timely basis. Parents need to provide daily accountability, directions, and tutoring.

HASJ should be just a part of your total educational program. Continue to seek out opportunities and strategies for maximizing their education. Watch educational movies, visit museums, read books, take up a hobby, teach practical skills around the house and yard, or take a short class being offered in the community. There are numerous ways to increase your child’s knowledge in an enjoyable format.

Unrealistic Expectations

1. Some families undertake homeschooling as a list-ditch effort to prevent rebellious teenagers from dropping out of school. Homeschooling may be a good option for cutting off negative influences aggravating the situation, but “tough-love” and good counseling are more effective in a child’s life. Read some good parenting books and/or seek out a good pastor. HASJ has a free library of many books and dvd’s. One series, **Love and Logic - Helping Parents and Teachers Raise Responsible Kids** provides simple and practical techniques to help parents and teachers have less stress and more fun while raising responsible kids.

The HASJ cannot remove all of your child’s character flaws, rescue them from academic failure, or miraculously cure family problems. Homeschooling is an academic choice, not a solution for fractures in the family life.

Independent Learners

CHILDREN LEARN BEST WHEN THEY TAKE RESPONSIBILITY FOR THEIR LEARNING. We need to model what we want our children to become. Our own attitude toward learning is the key influence on our children’s view of education. Let them see you reading, investigating, and discussing new areas of inquiry as adults, they will come to value lifelong learning, too. The sequence of events for transferring responsibility begins with:

- Show him how to do it.
- Do it with him.
- Watch him do it.
- He does it alone.
- He decides when it needs to be done.

High School Students

The Homeschool Academy provides the transcripts that Homeschoolers so desperately need to validate their homeschool work for high school credit. The Academy will take full responsibility for directing your curriculum, assisting in the accumulation of a portfolio of dated/corrected student work, evaluating work that is done, providing records, and thus issuing the diploma. Physical education and some electives are completed at home. Parents are advised during the first meeting with the HASJ director how to maintain records during the school year. Parents will need to schedule a meeting with the director prior to the following school year in order to review records for work completed at home.

New Students—IMPORTANT

First year homeschooling families need to provide a letter to the Board of Education in their district of their intent to homeschool. This letter should be mailed prior to the first day of school. See sample on the next page.

It is your responsibility to be aware of your rights as a homeschooling family. Please read the Frequently Asked Questions for homeschoolers from the State Department of Education in New Jersey. Visit their website at: http://www.state.nj.us/education/genfo/faq/faq_homeschool.htm.

123 My Street
My Town, NJ 08xxx
Date

My Local Board of Education
School Superintendent
#243 School Street
My town, NJ 08xxx

Dear Dr. Name, Superintendent,

This letter is to inform you that our child NAME & GRADE will be educated at home as of this DATE as provided for by N.J.S.A. 18A:38-25. We understand that we are taking full responsibility for the educational outcome of our child.

I have read the New Jersey Department of Education's Homeschooling: Frequently Asked Questions, as found on the NJDE's website. This has informed me of my rights as a Homeschooling parent.

Should you have any questions, please submit them to me in writing. Thank you for your attention to this matter.

Sincerely,

(signed)

Mr. & Mrs. Your Name

MAKE THREE COPIES OF THIS LETTER. SEND ONE 'RETURN RECEIPT' TO YOUR BOARD OF EDUCATION. SEND ONE COPY TO YOUR SCHOOL'S ATTENDANCE OFFICE. WHEN THE RECEIPT IS SIGNED AND RETURNED ATTACH IT TO THE THIRD COPY AND KEEP IT ON FILE. IT IS YOUR PROTECTION AGAINST TRUANNY FINES.