

COVENANT CHRISTIAN ACADEMY POLICY MANUAL

Covenant Christian Academy (CCA) operates as a ministry of Covenant of Peace Church and is designed to provide training, support, and guidance to qualified home schooling parents. The goal is to provide those resources and activities necessary to assist parents in achieving for their students a balanced education with emphasis on character, excellence, and creativity. Covenant Christian Academy is operated as a church school where every parent is a teacher.

INTRODUCTION

As part of the CCA ministry, parents should be prepared to support and justify the education of their children. School requirements are designed to aid in this endeavor in the least restrictive manner. Along with requirements, guidelines are presented to help parents with planning.

CCA's philosophy is that parents begin training their children at birth. That training may or may not involve formal instruction. CCA recognizes that the parents are the best judges of when to introduce this type of education. Some children may begin reading early while others, equally bright, may not start until much later. The school desires to help the parents of all types of learners succeed in bringing up godly men and women.

The CCA philosophy includes the belief that home schoolers receive instruction for 365 days a year. This instruction is rich and varied. Home schooling is customized for each specific student. The branches of study taught are not limited to those offered to public and private school students.

All home schooling families at CCA keep a journal of instruction that is reviewed for thoroughness on a periodic basis by a team leader or coordinator. CCA has written attendance policies that families are required to follow.

The school office will be open Monday through Friday from 12:00 P.M. to 4:00 P.M. An answering machine will take your messages during the morning hours. Any family with a visit from a truant officer should call the CCA office immediately and leave an emergency message on the machine. The office is closed for all school holidays. If the city schools are closed because of inclement weather, the school office will also be closed, and all CCA activities scheduled for that day will be canceled. If city schools cancel classes during the day due to weather, any CCA classes that meet outside the home will be dismissed.

STATEMENT OF FAITH

Every family joining with CCA becomes part of an extended family. School requirements are that the parents of our families be born again believers in the Lord Jesus Christ who agree with this Statement of Faith. This statement is by no means complete, and it is not offered as a final doctrinal statement. CCA families come from diverse denominational backgrounds. However, the statement represents a core of central beliefs that are considered essential for effective bonding and fellowship among families. Our Statement of Faith is as follows:

We Believe:

- ◆ The Bible is the only inspired and infallible written Word of God and constitutes complete and final revelation and is the final authority for faith and life. The Bible, in its original autograph of Old and New Testaments, is without error in whole and in part; including theological concepts as well as geological and historical details.
- ◆ That one God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ was God come in the flesh being fully God and fully man, being born of a virgin and found without sin.
- ◆ All men are in violation of God's righteous requirements and His holy character both by nature and act; and are therefore under His wrath and condemnation. The central purpose of the first coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the accomplishment of which was attested to by His subsequent visible, bodily resurrection.
- ◆ Salvation is offered to everyone as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but relying wholly on the sacrificial work and death of Jesus Christ and His atoning blood.

ENROLLMENT

The school requires that both parents be Christians, agree that home education is the best choice for their child(ren), and be faithful, active members in a church that has the Bible as its basic textbook for life. The primary teacher (usually the mother) must not be employed full-time outside the home. If one of the parents of a child enrolling in the program is not the natural parent due to a divorce, permission to home school must be obtained from the natural parent before the family can be enrolled. Students must be six by September 30 and be entering the first grade in order to be enrolled in the program. Students who turn six after the deadline may enroll for second semester if they turn six before December 31.

Because our vision is to build strong families by getting parents involved in the education of their children, we only cover you if you are teaching your own children or those for whom you have full legal custody. If you have other children in your home on a regular basis and they are not under your legal custody, they will not be allowed to participate in CCA activities.

Students seeking enrollment in grades 7 and up must give their testimony in writing on their student form and be willing to submit to parental and school authority. Students will be asked to tell the interview committee why they want to enroll in our school. We believe that home schooling will only work when all parties involved are willing to cooperate.

Much paperwork, computer work, consultation, and time go into preparing a new or returning family to join our extended school family. To help compensate for those expended resources, a registration fee of \$100 will be charged when a family first enters the school. This fee is only paid the first year of enrollment. However, if the family withdraws from the school and then returns, they will be required to pay the registration fee again.

Guideline: There are so many wonderful opportunities for learning and service in our world that it is easy to be overwhelmed with responsibilities. The husband and wife need to consider prayerfully their priorities. Experienced home schooling parents have learned to work together to keep too many extra activities from being harmful to their home and school.

IMMUNIZATION

Among the services CCA offers to families are many extracurricular activities. These activities bring many school age children together, as well as many preschool children and pregnant mothers. To protect our families, CCA requires that immunizations for all children in the family be kept current according to state recommendations.

Those who cannot in good conscience provide certain immunizations for their children must submit their reasons in writing as an appeal to the CCA School Board. Those who are granted an exemption are asked to refrain from bringing children who exhibit symptoms such as fever or runny nose to any school activity where other parents or children may be exposed to communicable diseases.

HOME SCHOOL LEGAL DEFENSE ASSOCIATION*

Home education is not viewed by everyone as an acceptable alternative to public education. A family may need legal representation in the event they are faced with charges or court action connected with home schooling. Most attendance officers will be satisfied if you give them a school business card and tell them that your children are enrolled with CCA. However, not all contacts are as easily resolved and may require intervention of a lawyer. For this reason, CCA requires that all families must be current members of the Home School Legal Defense Association (HSLDA) except those families with only students 16 years of age or older. Because Alabama law only requires school attendance up to the age of 16, we do not require enrollment in HSLDA for families who are only home schooling students 16 or older, but we do recommend it.

Any CCA family who fails to maintain HSLDA membership will be automatically placed on probation. If the problem is not resolved within thirty days, the family will be withdrawn from the school, and their local public school superintendent will be notified of their withdrawal.

Alabama law now requires that when a child is to be removed from public school, the parent must go to the school and sign a withdrawal form. We recommend that you do this as close to the date you plan to withdraw as possible. Once a family is enrolled in the school, CCA will contact their local school system.

*See the last section of this manual for a summary of the Alabama State Law.

PROTECTION OF PRIVACY

CCA families are asked to give the school their current address, phone number, and email address so that we can produce the directory, and so the families can receive the newsletter, Falcon Newspaper, and pertinent information from the school. It is the family's responsibility to inform the school office if any of your information changes during the school year.

The school asks families for a great deal of information about themselves to meet the needs of the individuals. In order to protect the privacy of a family, the school will not release information concerning a family except by permission. If a call comes into the office requesting the phone number or address of a family, the school office will take the name and phone number of the caller and give it to the family so that they may return the call if they wish. Families who are enrolled in the school are asked to respect the privacy of the other families in the program by not giving out the directory or giving out information about families without their permission. We will not give out your email address without permission.

The CCA directory is not to be used for your business, as a list for sale of items, mail-order, or other purposes. The directory should not be used for political campaigns or other lobbying purposes.

TUITION/FEEES

CCA charges a flat monthly rate of \$50 per family regardless of the number of children enrolled in the school. Tuition is due by the first of each month. Any family who has not sent their tuition by the tenth of the month and has not communicated with the school office manager will be automatically billed a \$10 late fee. CCA recognizes that special circumstances arise which may delay a family's ability to pay the full amount on time. If a balance is owed, the family is asked to arrange with the CCA office manager to pay something every month, regardless of the amount, until the circumstances are resolved. CCA does not engage in bartering as a means of paying tuition.

Any family who has not paid their tuition for more than one month and has not made prior arrangements with the office manager will be placed on probation. Causes for probation and removal from probation are explained in the section entitled "Probation".

New Families are assessed a one time registration fee of \$100 due at their interview. Tuition begins in June or at the time of their enrollment. Continuing families pay tuition all twelve months of the year until they have withdrawn. A family wishing to withdraw from the school must notify the office manager before the tenth of the month or they will be assessed tuition for that month.

A fee of \$10 will be charged for all returned checks.

FINANCES

The school ministry is financially self-supported by the income received from tuition payments. Covenant of Peace Church financially supports the ministry by providing a facility and maintaining it for school use. The pastoral staff assumes financial responsibility for the administration of the school ministry in the appointment of school staff and the determination of salaries and budget.

The school budget each year is based upon expected income from tuition payments. About 90% of this income is used for salaries for school staff and 10% for administrative expenses such as copier costs, telephone expenses, stationery, resource room, computers, etc. The staff members receiving salaries are the superintendent, office manager, receptionists, guidance counselor, and coordinators. Team leaders are compensated for their work by receiving free tuition. Tuition is not used for building cost, since the church provides the facility. Income received for science clubs, labs, other classes, etc. is used to pay the teachers of those classes and to purchase supplies and equipment used in the classes.

RECORD KEEPING

The parent-teacher must keep careful records for both legal and planning purposes. Therefore, CCA requires the following documentation from each family:

- Enrollment Forms
- Attendance Records
- Goals and Curriculum Inventory (grades 1-8)
Four Year Plan and Course Descriptions (grades 9-12)
- Lesson Plans/Journal
- Report Cards
- Work Samples

Attendance records are a requirement of the state. A detailed discussion of school attendance policy can be found in the section entitled "Attendance."

The goal sheet reflects the parent's long range planning for the year. It gives direction for weekly and monthly lesson planning and shows what objectives exist for home instruction. In high school, the four year plan maps out a course of study for the high school years, and the course descriptions detail a plan for each subject. Families who have been in CCA for 2 years or more are not required to fill out a goal sheet.

Daily lessons may be documented in a lesson plan book or journal, on a computer printout, or a combination of these as long as it is clear what is accomplished. The documentation for each school day must be organized, retrievable, and in a format agreed upon in advance with the coordinator. Since these are legal records, families should write in ink. The coordinator and team leader who work with a family will check these records at regular conferences and offer any guidance needed. All families are given a check sheet that states which documents are due at each conference. Lessons should always be planned at least a week ahead.

While the plans show what the parent intends to teach, they should indicate what was actually done by either checking it off, dating it, or highlighting. The lesson plan book (with indications of what was done) is the primary means of supporting and justifying the home education process. It is a legal record indicating what has been taught to the children. Documentation of each school day is a requirement of CCA. Extra-curricular activities can be written in the lesson plan book to show that a student is involved outside the home in community activities.

Report cards are due at the end of each semester with attendance recorded at the bottom of the card. The attendance sheet records exactly which instruction days of the year were designated as school days. One yearly attendance sheet will be maintained for each student. Work samples will be collected in January. Typical samples usually include a math work page and a sample of creative writing.

ATTENDANCE POLICY

The CCA school year begins June 1 and ends May 31. This provides each family 365 days in which to conduct their home education program. CCA requires that at least 180 school days out of the possible 365 be documented. A school day is defined as a planned and documented day of instruction in which:

➤ at least three major subjects (i.e. Bible, reading, spelling, writing, arithmetic, English, geography, science, health, or history) are taught,

OR

➤ at least three hours are spent in learning activities.

Attendance must be reported to the school office on the form provided. Out of these 180 required school days, a family is allowed (with proper documentation):

➤ Ten days per semester (10) for sickness of the mother or the student.

➤ Five (5) "in service" or teacher preparation days to be used for such things as seminars, lesson preparation, grading, organizing, planning, or preparing the instruction work site.

➤ A limited number of excused days (that must be approved individually by the superintendent) for special family emergencies or problems.

While the basic instruction for CCA students is done at home, there are many opportunities to take advantage of church, school, and community activities for instruction. Creative alternatives for the definition of a school day may be considered on an individual basis. Coordinators should be contacted for discussion of possible alternatives.

Guideline: It is recommended that basic instruction be done during the morning hours and other activities in the afternoon. It is very unwise to do grocery shopping or other errands with school age children during the morning hours of the weekdays. **Under no Circumstances should children be left alone at home during public school hours!** Section 16-28-78 of the Alabama law authorizes taking into custody, without a warrant, a child found away from home or unattended during public school hours.

TESTING POLICIES

The Stanford Achievement Test is administered in the spring of each year to all students in fourth grade or above. Testing of students in grades 1-3 is optional. Tests are sent to the Psychological Corporation for automated grading, and test norms are used for determining the student's progress. The test is administered by trained and experienced teachers who are part of CCA. The cost of the testing will be announced at the beginning of each school year. Any family who desires an alternate form of testing or does not wish their child to participate in the testing program must work out an acceptable alternative with the school superintendent by the end of the first semester.

The PSAT is offered to all tenth and eleventh grade students who want to take it. We recommend that high school juniors take either the ACT or the SAT in the spring of their junior year. High school seniors must take the ACT or SAT college entrance exam before graduation. High school students who have completed either the ACT, SAT, PSAT, or PLAN, will be exempt from the Stanford testing in the spring.

GRADUATION REQUIREMENTS

CCA offers yearly report cards, a high school diploma, and a final transcript to those students who have satisfied graduation requirements. The parents of high school students transferring from another school must meet with the CCA Guidance Counselor to determine credits needed for graduation. Students who come from non-transcripted programs must be enrolled at least two years with CCA in order to receive a diploma unless there are extenuating circumstances. Parents of transfer students must be able to produce a transcript from previous schools or produce detailed course descriptions and test scores in order for previous credits to be accepted.

In general, students who wish to graduate from CCA must:

- Obtain twenty-four (24) credit units consisting of required and elective courses of study
- Submit an acceptable research paper

A complete description of the CCA graduation requirements is given to parents of high school students at a special meeting in the spring, or one may be obtained from the CCA office. Changes in graduation policy are not retroactive and apply only to upcoming freshmen.

CERTIFICATE OF COMPLETION

A student who has special learning problems and cannot meet standard graduation requirements can receive a certificate of completion. The parents will need to meet with the CCA Guidance Counselor to determine a Four-year Plan and set goals to be met by the student.

SCHOOL LIBRARY

The library is available to any member of a family enrolled in CCA or Sharp Arrows and staffed by CCA parents and high school students who volunteer their time. Following are the library rules:

- ◆ A limit of two library (2) books per person may be checked out.
- ◆ Books may be checked out for three weeks. The date due is calculated as three weeks from the Friday of the week they are checked out. Books may be rechecked by phone for one additional week.
- ◆ Overdue books incur a fine of twenty-five cents (\$.25) per day for each book, not to exceed \$1.00 per book.
- ◆ Books that are three months overdue will be considered lost, and the borrower will be responsible for the replacement of an exact copy of the book or will pay CCA an amount determined by the school librarian (approximately the amount needed to replace the book).
- ◆ Families who do not return materials or pay their fines will not be allowed to use the library and will be placed on probation. Probation for keeping library materials will be removed when fines are paid and books are returned or replaced.
- ◆ Any family leaving CCA without returning materials or paying fines will not have their records released until they have corrected the problem.
- ◆ Video tapes may be checked out with a \$5 deposit. Limit 2 tapes per family. The deposit will be returned when the tapes are returned. Curriculum tapes will be subject to a higher deposit.

BOOK SALE

CCA sponsors a used book sale in June. All families who are enrolled for the upcoming year and have paid their June tuition are eligible to buy books on the first day of the sale. The second day of the sale is open to the general public. All CCA families will be charged a 5% consignment fee to cover the cost of running the sale. Persons who are not enrolled in CCA may sell their books through the sale, but they will be charged a 20% consignment fee. Families are asked not to abuse this privilege by selling other people's books under the enrolled family's name. Families who were enrolled for the previous school year but are not enrolling for the upcoming school year may sell their books for the 5% consignment fee. However, they may not buy books until the second day of the sale.

CLASSES & SPECIAL ACTIVITIES

CCA offers classes or extracurricular activities as a service to our families. The teachers are home schooling parents or community members who have expertise and experience in a particular area. None of the classes are required, but once a student is enrolled, he is **expected to complete the requirements as outlined by the teacher**. Please read the syllabus carefully and be sure your child can complete all outside assignments, otherwise, his grade will be affected. If your child needs any accommodations because of special learning needs, you must discuss this with the teacher before enrolling. Any family who wants to leave their child at a class or special activity unaccompanied by a parent or guardian must have a medical release form on file at the school. All CCA classes or special activities must be chaperoned by a qualified adult (generally a staff member or parent) for the entire length of the activity.

***Guideline:** Parents must do at least 51% of the teaching of their child at home. Parents should be careful not to involve their students in too many outside activities. Please limit your child to 3 classes or less at CCA.

FEES: Teachers generally set their class times, fees, and requirements with guidance from CCA. Parents are responsible for paying required fees by the deadline dates or the student will not be considered enrolled. If a student is withdrawn within the first two weeks of class, the parent may receive a refund of 1/2 of the fee.

DISCIPLINE: CCA expects the highest standard of Christian attitudes and behavior from its students. Students who attend classes at CCA must be obedient and respectful to the teachers and staff at the school and respectful and considerate of their peers. If a student is disrespectful, disobedient, unruly or violent while at CCA, he will be removed immediately from the activity and his parents will be contacted. A parent will have to attend class with the student the following week **or** the student will not be able to attend the following week's class and will receive a zero. The student will be allowed to return to class (without the parent) two weeks after the incident. If the student misbehaves again, he will be permanently dismissed from class with no refund. If it becomes apparent that a student is involved in illegal or immoral behavior such as the use of drugs and alcohol or promiscuous behavior (either at CCA or elsewhere), he or she will be asked to appear before a board of Covenant of Peace Pastors and CCA staff to determine the consequences. They will not be allowed to attend classes and certain other functions, and if an attitude of rebellion persists, they will be withdrawn from the school.

In order to assure the safety of our students and minimize damage to the facility, students will not be allowed to have in their possession while in the school building any item deemed by the CCA staff to be dangerous or destructive. If a student is found with any such item, he will be subject to the discipline outlined above. If a student endangers the health or safety of any other student or staff member, he will be subject to immediate expulsion.

A speed limit of 5 mph must be observed at all times in the CCA parking lot. Parents should inform the school staff either verbally or in writing if their student is to leave with another student or parent.

CLASS GRADES: Grading policy for each class is established by the teacher and should be published in their syllabus. When a student is placed in a CCA class, parents are agreeing to give the instructor authority over your student for a designated period of time. Since students only attend class once a week, parents may give students a portion of their grade based on work done at home (extra reading, reports, or tests required by the parent) as long as the work and grades earned are documented in the lesson plan book. The grade given by the parents cannot exceed 25% of the total grade and must be turned in to the classroom teacher before the end of the semester so she can average it in with her grades. Parents will be responsible for getting this grade to the teacher by the day of the final exam if they want their students to get credit for work done at home. If a student withdraws from class after the 9th week of the semester, he will receive a “withdrawn passing” or “withdrawn failing” depending on his grade at that time.

Classes are offered at CCA as a resource tool to help parents better educate their children. Parents are still responsible to see that the students are completing assignments for CCA classes as well as those taught strictly at home. Parents should communicate with the classroom teacher to find out if their child is passing. Most teachers send home graded quizzes and tests with the students, so we recommend that parents insist on seeing these and having the student organize and keep them.

Extra-curricular classes such as band, choral, and drama are also graded since students in high school receive credit for them. Most of the grade in these classes will come from attendance, attitude, participation, and performance. The teachers of these courses take them seriously and expect the same from their students. If a student is enrolled in a class such as this, he is expected to attend class regularly, memorize his part, and be involved in performances and competitions. Sometimes extra practices will be scheduled before a performance, and students will be required to attend. Students must make required performances a priority.

***Guideline:** Be careful not to get involved in too many extra-curricular activities since you may run into conflicts for your time, especially around the end of each semester when most groups are presenting performances.

CLASS ATTENDANCE: Students who are enrolled in a CCA class will be expected to attend every class unless they have a legitimate excuse. If a student is sick, the parent should call the school and inform the staff that the student will not be in class that day. If there is a death in the family or other emergency, please call the school office. If a family vacation is coming up or the parent is aware that a student will be absent because of some other activity, please speak to the teacher before that class and arrange for work to be done ahead of time or made up when the student returns. If a student does not show up for class, and the office hasn't been notified, someone from the office staff will call the home to check on the absence. This procedure will assure both the family and the school that the student has not met with an accident or had some problem on the way to the school.

DRESS CODE

CCA students who attend *classes and activities* sponsored by the school are asked to dress appropriately. The school asks parents to be aware of what their students are wearing to be sure that they are Christ-like in their appearance. The following items would **not** be appropriate attire for a CCA activity: Miniskirts, tops or dresses with spaghetti straps, bare midriffs, tank tops, tight fitting tops, tight jeans, or short-shorts. Loose fitting slacks, jeans, and walking shorts (no more than 3 inches above the knee) are acceptable. All shirts must be long enough so that when a student bends or moves, no bare midriff is showing. Shirts with any objectionable logo or slogans are not acceptable. Caps or hats must be removed during classes. If a student comes to class wearing inappropriate attire, he/she will be asked to leave the class. He/she will either have to do a make-up class or take a zero.

These rules apply to CCA activities that take place at other locations including sports activities, banquets and parties. The dress code for formal/semi-formal events is as follows: Girls dresses should not be cut lower than 2" below the collar bone in the front, and must be above the bra line in the back. No cut out holes or see through materials in any areas below those designated in the previous sentence. Dress straps must be at least 2" in width (no spaghetti straps or strapless). Skirts should not be cut or slit any shorter than 3" above the top of the kneecap and should not fit too tightly. Guys should wear a tuxedo, suit, or sports jacket with dress slacks. Dress shirts are required and ties are recommended. Dress shoes are required (no tennis shoes, sandals, or bare feet).

TEAM ACTIVITIES

All enrolled families in CCA are placed on a team with several other families under the supervision of a team leader. The team leaders will plan and carry out various activities during the school year to help provide educational enrichment and socialization for the children as well as support and fellowship for the parents. Some activities will be open to the entire school, while others may be for a specific team. There will be at least one field trip for older students and one for younger students each month during the year.

The team leader will be responsible for checking the lesson plan/journal for each of her families at specific times during the year. Families should plan to attend team functions so that their records may be checked, or make other arrangements with the team leader.

CCA expects all students to exhibit Christ-like behavior at school activities. If a student is unable to behave appropriately at a team function, the team leader will ask the parent to take their child(ren) and leave. Parents are asked to comply in a godly manner. Any student asked to leave an activity a second time because of misbehavior will not be allowed to participate in team activities for the rest of the school year. Any parent who feels their child was treated unjustly should contact the superintendent.

Team functions will be limited to families enrolled in CCA only. A family from one team may participate with another team as long as it is cleared with the team leader or parent responsible for the activity.

SHARP ARROWS

CCA has a special program called Sharp Arrows that is designed to help parents of preschool children prepare to home school with CCA. This program is supervised by a school staff member who provides field trips, support, information, and other activities. The activities are designed to meet the needs of children from the ages of 4-6 years of age.

The annual fee is \$100/family unless a family has an older student at CCA, in which case the fee is \$65/family. A family may enroll in the Sharp Arrows program at any time during the school year.

Families are eligible to join Sharp Arrows if their child does not turn seven before December 31 of the upcoming school year. Also, families enrolled in other home schooling programs are not eligible to join Sharp Arrows. Families who are considering home education and have preschool children will find this to be an excellent way to receive training and meet other home schooling families.

The Sharp Arrows families receive the following services:

- A monthly meeting for parents
- Field trips and activities for students
- Monthly publications
- Directory/policy manual
- Science fair (non-competitive)
- Ice skating & picnic
- School pictures
- Yearbooks
- Bookit
- Art, music, & ballet
- Physical fitness testing (non-competitive)
- Let's Pretend Hospital for 6 year olds.

Sharp Arrows families may **not** participate in the following school activities: SAT Testing, Science Clubs, Talent Show, Honors Day, Spelling & Geography Bees, Literary Discussion Groups, Cub Scouts, Team Activities, or any announced activities that are for enrolled students only.

PROBATIONARY STATUS

Occasionally, it has been necessary to place a family on probation. CCA does not enjoy doing this and recognizes that special circumstances may sometimes prevent a family from being able to meet one of CCA's requirements. When these circumstances occur, a talk with the superintendent will often solve the problem. If the superintendent is unable to resolve the situation to the family's satisfaction, that family is free to appeal to the CCA pastors. All appeals are held in confidence.

Probation places a family at risk regarding continued enrollment at CCA. Probationary status may be necessary when a family:

- Fails to keep proper records
- Fails to pay tuition
- Does not follow the recommendations of their coordinator
- Does not follow the policies stated in this parent's manual
- Does not maintain discipline of children consistent with Christian standards (No lying, cheating, stealing, disrespect for authority, disrespect for other students, illegal or immoral actions, etc.)

A family will be notified by the superintendent of probationary status and given guidance about how to correct the problem, as well as ample time for adjustment.

Probationary status is automatically invoked for a family for the following:

- Account falls behind by 30 days
- Required record-keeping falls behind by 30 days
- Failure to follow policies stated in parent's manual
- Failure to maintain membership in HSLDA
- Failure to return library books and/or pay fines

Families on probation will be removed from probationary status when:

- √They correct the deficiency to the satisfaction of the school staff
- √They successfully appeal to the church pastors for release from probation.

The consequences of being on probation are:

- ◆ No academic records will be released
Registration for the following year will not be accepted
- ◆ No participation in social activities, classes, or field trips
- ◆ The family is in danger of being withdrawn from the school, in which case HSLDA and the local school superintendent will be notified.

If no action has been taken to correct the problem within **30 days** of being placed on probation, the family will be dropped from the program.

ALABAMA STATE LAW

The state of Alabama does not presently have a statute specifically recognizing "home schooling" and does not allow students to benefit from the significant advantages of home schooling without using a church school. There may be some room for misinterpretation of the present school attendance statute.

The state of Alabama (section 16-28-3) states that, "Every child between the ages of seven and 16 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that every child attending a church school as defined in section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedures specified in section 16-28-7."

Section 16-28-5 states that "Instruction by a private tutor means and includes only instruction by a person who holds a certificate issued by the state superintendent of education and who offers instruction in the several branches of study required to be taught in the public schools of this state, for at least three hours a day for 140 days each calendar year, between the hours of 8:00 A.M. and 4:00 P.M., and who use the English language in giving instruction."

Section 16-28-17 provides the power to a truant officer to take into custody any school age child who is unattended by a parent or guardian and who is not at home or at school during public school hours. It is therefore recommended that you do your basic instruction during the morning hours and your activities in the afternoon. It is very unwise to do your grocery shopping or other errands with your children during the morning hours of the weekdays. **Under no circumstances should children be left alone at home during public school hours!!**