

NHTC
Parent and
Student
Handbook

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Introduction

The goal of Northshore Homeschooling and Tutoring Center (NHTC) is to facilitate the individualized learning all children deserve. Our teachers are passionate about encouraging and motivating our students to work hard and learn healthy work habits in the process. The importance of loving to learn is acquired by having staff that loves teaching. At NHTC students are never left behind, rather they are encouraged by their teachers to prosper by helping them find individualized techniques that work best for each individual.

Education Partnership Roles and Responsibilities

Role of Northshore Homeschooling and Tutoring Center:

NHTC's number one role in each student's education career is the facilitation of quality education in a way they will comprehend and thrive. NHTC works to provide a supportive and caring environment for each student who enters the center. While educational advancement and flourishing is the ultimate goal of NHTC, the staff, and administrators of NHTC also realize the family plays a large role in these advances. Communication is a vital aspect of NHTC's plans for each student, staff and parent communication is an aspect of NHTC that holds much pride and respect as it is important to the success of each student. NHTC will work closely with the parents as well as the students on all aspects of the child's educational journey while at NHTC.

Role of the Student:

There are several key factors responsible for the success of all students. A student's punctuality, attendance, and preparedness for school are among a long list of expectations NHTC holds its students to. Students need to develop health routines and habits to ensure their success and advancement within their education at NHTC. Students are expected to be respectful to others and property not belonging to them, exhibit responsibility for their own work and actions, and abide by any regulations and rules of NHTC.

Role of the Home:

Parent involvement and participation in the facilitation of learning are crucial to the success of each student. Maintaining regular communication with your child's teacher(s), open communication of any conditions that may affect your child's learning, and ensuring your child attends school and arrives on time are among some of the most important aspects of a parent's role in supporting their child's educational career at NHTC. Among others, it is important that you, as a parent, are kept up to date on all aspects of your child's education as well and NHTC strives to provide such communication. It is also vital that you reach out with any questions or concerns to your child's teacher.

Attendance Policy

While attendance is among the most crucial aspects of education Northshore Homeschooling and Tutoring Center does understand there are times a student may need to miss a day of school due to illness, etc. It is, however, important and encouraged that each student attend school aside from absence due to accepted circumstances. Parents are expected to reach out to the child's teacher(s) and request any work missed to be completed at home and returned upon the student's return to school. NHTC also requests that parents provide a doctor's note for extended absences exceeding two days of school and doctor's notes to return to school upon return from absence due to illness. Students may not attend or return to school following an illness until they have been fever-free for at least 24 hours, and in the case of stomach viruses 24 hours symptom-free.

School Hours:

NHTC elementary and middle school students attend classes Monday thru Thursday from 9:00 Am to 3:00 PM.

NHTC junior high and high school students attend classes Tuesday thru Thursday from 9:00 AM to 3:00 PM.

Before and After Care:

NHTC provides before care starting at 7:30 AM and after care from 3:15 until 5:00 PM.

NHTC does request that all parents provide advanced notice before any student is dropped off before school hours or picked up after school hours.

Grades and Transcripts

Each teacher has their own system as far as how weekly, individual grades are given and sent home. The school year is broken into four grading quarters made up of nine weeks, each student will receive a report card at the end of the nine weeks of each quarter; high school students will also receive semester averages after the first half (two quarters) of the year and the last half of the year.

If at any point throughout the school year, you are concerned with the recorded grades your child brings home, please reach out to their teacher(s) as soon as possible.

Transcripts:

High school students will receive a copy of their transcripts at the end of the year and an official copy of their transcripts will be sent to the college of their choice upon request.

High School Diplomas:

Each eligible senior will receive a signed high school diploma from Northshore Homeschooling and Tutoring Center. Each senior is eligible for TOPS Education Awards as well, depending on their college of choice and their ACT scores.

Cyber Use Policy

Students at Northshore Homeschooling and Tutoring Center are permitted to use their computers, iPads, and other such devices in class per their teacher's permission. If at any time a student is using their devices inappropriately the teacher reserves the right to confiscate the device and hold it until the end of the day. The usage of electronics within the classroom is a privilege, not a requirement.

NHTC will not tolerate any inappropriate behavior on cellphones as well, if any staff member is made aware of Cyberbullying or inappropriate material being sent to students during instructional hours parents will be contacted immediately and cellphones will be confiscated.

NHTC does have Chromebooks that can be borrowed during classroom hours for those students who may need one. It is, however, encouraged that each student provides their own device to keep up with their work during classroom hours as well as at home. No Chromebooks at NHTC are permitted to leave campus at any given time.

Student Dress Code

Northshore Homeschooling and Tutoring Center does not have uniforms of any kind, there are limitations to the free dress code at NHTC.

Clothing that is not permitted:

- Spaghetti Straps
- Shorts shorter than 3" inseam
- Crocheted Garments
- Low cut shirts
- Clothing with profanity or obscenity or offensive symbols.
- See-through or sheer shirts
- Crop tops, low-rise jeans with short shirts, etc. that all for mid-drift to show.

Shorts and pants may not hang

Disciplinary Action

Northshore Homeschooling and Tutoring Center has created this discipline plan with considerable care in an effort to promote desirable student conduct and behavior from all students attending NHTC. NHTC Director and Department Heads reserve the right to consider the attitude, age, pattern of misconduct, academic placement, and degree of cooperation before taking any definitive disciplinary action. The misconducts outlined below are classified as inappropriate behaviors students may exhibit in the classroom or on campus. The following are the types of misconduct with the potential disciplinary action to follow each type of misconduct.

Classroom Misbehavior- being a disruption to classmates during instructional time will result in a range from teacher-held detentions and parent contact to Friday detention depending upon the severity and/or how chronic the misbehavior.

Willful Disobedience- refusal to do work or comply with instructions or rules of the teacher or classroom will result in a range from teacher-held lunch detentions and parent contact to Friday detention depending upon the severity and/or how chronic the misbehavior is.

Possession/Use of Tobacco, Tobacco Products, Look Alike Tobacco Products and/or E-cigarettes (Vaping Devices), Lighters- the first incident will result in a write-up and parent conference and continue up the ladder of discipline with Second and Third Offense write-ups with each offense.

Dress Code Violation- failure to comply with the dress code policy will result in teacher-held lunch detentions and Friday detentions after the third offense.

Disrespect to Staff/Teachers- blatant disrespect to staff or teachers at NHTC will result in a range of discipline from teacher-held lunch detention to a write-up depending on the severity and how chronic the misconduct.

Cheating and Plagiarism- The use of phones or other such devices during a test, quiz, or classwork without permission constitutes cheating; plagiarism is a form of cheating as well if a student provides work that has been stolen from another source without the proper credit being given this will be treated in the same manner as cheating on a test, quiz, or classwork. The consequences for cheating and plagiarism are receiving a zero for the grade of the assignment and Friday detention for the first incident, if this becomes a chronic behavior the student will receive a zero, and a write-up to follow.

Stealing and/or Possession of Stolen Property- if a student is found going through the belongings of another student, teacher, or staff member they will receive a write-up.

Note: NHTC is not to be held responsible for ANY belongings a child brings on to campus, students are responsible for any belongings they bring from home onto campus each day.

Disciplinary Action Continued

Defacing or Destruction of Property- depending on the severity of the offense students may be required to make restitution by paying a fine/cleaning fee or cleaning themselves. In conjunction with restitution, the student will receive Friday detention, write-up, or be asked to leave NHTC permanently.

Violation of Cyber Use Policy- this will range from Friday detention to loss of technology privileges for the remainder of the year.

Public Displays of Affection (PDA)- kissing and/or prolonged embraces are not permitted on campus, these behaviors will be given a warning and parent contact and follow up the ladder of discipline. Further discipline will be given dependent on the circumstances and form of PDA.

Using or Publishing Profane, Obscene, Indecent or Immoral, Libelous or Offensive Language, Including Racial Slurs, and/or Gestures – this ranges from Friday detentions to write-ups depending on the severity and how chronic the misbehavior.

Bullying- bullying involves any conduct toward others that is perceived as hurtful; this occurs when the student is subjected to repetitive, intentional, unwanted, and unprovoked hurtful actions and there is an imbalance of power. Bullying can be physical, emotional, verbal, or sexual in nature. NHTC does not tolerate bullying in any capacity, any incident reported will promptly be investigated and eradicated. In the event the incident is found to be confirmed consequences dependent on the severity will be issued from verbal counseling and parent conferences to having the student asked to leave NHTC permanently. The victim of the incident will be asked to provide a written statement of the incident with as much detail as can be given.

Fighting- NHTC does not tolerate fighting of any kind. This will be an automatic write-up and parents will be asked to pick their child up immediately from the school.