



Master's Hand Christian School  
A Ministry of Westmeade Baptist Church  
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# Table of Contents

Introduction .....	7
Mission Statement .....	7
Statement of Faith .....	8
Alabama State Law .....	8
Information .....	9
Registration and Enrollment Fees .....	9
Types of Membership .....	9
Disclaimer .....	9
Home School Legal Defense Association .....	10
Registration and Enrollment Fees Summary .....	10
Attendance/Progress Reports .....	11
High School Information .....	12
Diplomas and minimum requirements .....	12
List of Electives .....	13
College Entrance .....	13
Transcripts .....	14
Dual Enrollment .....	14
Opportunities at MHCS .....	15
Co-op Classes .....	15
Standardized Testing .....	15
Special Events .....	15
School Pictures and Yearbook .....	15
Field Trips .....	16
General Guidelines .....	16
Parents .....	16
Students .....	16
MHCS Fairs .....	17
Curriculum Selection .....	17
Teaching Methods .....	18
Textbooks .....	18
Workbooks .....	18
Correspondence Schools .....	18
Unit Studies .....	18
Video and Satellite .....	18
Computer-Based and On-Line Instruction: .....	18
Un-schooling .....	18
Charlotte Mason .....	19
Curriculum Sources .....	19
Organizations .....	20
Special Needs Resources .....	21
Other Resources .....	22

## Table of Contents, Continued

Forms.....	24
Church School Enrollment Form.....	26
Student Information Form.....	28
Curriculum Selection Form.....	30
Attendance/Progress Report.....	32
Request for Records Form.....	34
Associate Member—Student Information Form.....	36
Worksheet for High School Courses.....	38
MHCS Co-op Handbook.....	40
Table of Contents.....	42
Classes.....	44
General Information.....	45
Parental Supervision.....	44
Class Supervision/Teachers.....	44
Co-op Class Enrollment.....	44
Parental Responsibility.....	45
Attendance.....	45
Behavior.....	45
Grading.....	46
Driving Students.....	46
Summary of Requirements to Participate in CO-op Classes.....	47

## **Introduction**

Master's Hand Christian School (MHCS) is a ministry of Westmeade Baptist Church in Decatur, Alabama. Westmeade is committed to bringing people into growing relationships: the family of God, the family of faith, and the family of friends. The goal of Westmeade Baptist Church is to help people find...A Place To Belong.

As a ministry of Westmeade Baptist Church, MHCS' goal is to provide an opportunity for home educators to fulfill their mission as parents to carry out God's direction stated in Deuteronomy 6:5-9. 24-25 (NIV Translation):

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates...The Lord commanded us to obey all these decrees and to fear the Lord our God, so that we might always prosper and be kept alive, as is the case today. And if we are careful to obey all this law before the Lord our God, as he has commanded us, that will be our righteousness.”

MHCS began when 6 home schooling mothers, all Westmeade members, began meeting in early 2004 to discuss the possibility of beginning a support group that would not only provide legal covering for home school families in the area, but also offer co-op classes, field trips, and other extracurricular activities. After several months of meetings and planning, this new ministry was presented to the church by Dr. Scotty Hogan, pastor, in April 2004. It was approved and MHCS officially began.

MHCS opened its membership to the local home schooling community for the 2004-2005 school year and has continued to grow through God's immense blessing to its current enrollment of over 200 families. MHCS offers legal covering to home school families in accordance to the Church School Option under Alabama State Law. MHCS also offers its members weekly co-op classes for all ages, field trips, annual SAT testing, school pictures and yearbook, information on all aspects of home schooling, a kindergarten graduation ceremony, annual art, history, and science fairs, and many other opportunities for local home school families. MHCS offers high school students a banquet for 7th—12th grades, high school diplomas and transcripts, and a high school graduation ceremony.

## **Mission Statement**

Master's Hand Christian School is a ministry of Westmeade Baptist Church for families who feel led by God to educate their children at home. We are committed to provide support, encouragement and fellowship to home educators so that they can reach and disciple their children for Christ. We are here as a resource for families to educate their children in accordance with Alabama State Law.

## Statement of Faith

MHCS is a Christian organization. We believe the Bible is God's holy, inerrant Word and follow the doctrines outlined in the *Baptist Faith and Message* ([www.sbc.net/bfm/bfm2000.asp](http://www.sbc.net/bfm/bfm2000.asp)). All classes and activities offered through MHCS will be in accordance with these beliefs.

## Alabama State Law

The state of Alabama does not presently have a statute specifically recognizing home schooling without using a church school.

**Church School Option for Home Schooling** - Home schools qualify as church "schools...operated as a ministry of a local church, group of churches, denomination, and/or association of churches on a nonprofit basis which do not receive any state or federal funding. Ala. Code § 16-28-1(2).

The state of Alabama Code § 16-28-3 states, "Every child between the ages of seven and seventeen 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 as defined in Ala. Code § 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedures specified in Ala. Code § 16-28-7."

Ala. Code § 16-28-7 states that, "The enrollment and attendance of a child in a church school must be filed with the local public school superintendent by the parent...on a form provided by the superintendent...which shall be countersigned by the administrator of the church school."

The principal teacher of the church school must keep an attendance register for each day of the school year. Ala. Code § 16-28-8

Ala. Code § 16-28-7 provides the power of 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.

According to an Alabama Attorney General's opinion dated January 3, 1997, "[o]ther than the state laws requiring parents to report attendance and for church schools to report if a student is no longer in attendance at such a church school, there is no provision of Alabama law that permits or requires any state or local authority to regulate a church school."

## Information

**Registration and Enrollment Fees** - Each family will pay a one-time registration fee of \$10 and a **non-refundable** \$135 per school year during registration. These fees will help with the expenses of our ministry. Additional fees may be required for field trips, classes, speakers, or other special events. MHCS will offer an associate membership for a fee of \$100 per family.

### Types of Membership

**Full Membership** – Full membership includes legal covering to home school under the Alabama state law for the Church School Option as discussed on page 8 of this handbook. Full members are **required** to submit all forms and fees on time and with forms completed in full. **Late paperwork may compromise your enrollment in our church school.**

The following forms are to be completed annually:

*Church School Enrollment Form* (1 per school age child)

*Student Information Form* – Full Member (1 per family)

*Curriculum Selection Form* (1 per school age child)

*Attendance/Progress Report* (1 per school age child to be submitted twice annually – Fall **no later** than January 15 and Spring **no later** than June 15 of each year)

All forms can be found in the back of this handbook and may be copied as needed.

Forms may also be picked up in the MHCS office or downloaded from the MHCS area on the church's website ([www.westmeadebaptist.org](http://www.westmeadebaptist.org)).

**Associate Membership** – This membership will be for those families who wish to participate in the activities and classes provided by MHCS, but whose children are not of the required age to be enrolled with a church school. It also allows families enrolled under other church schools the opportunity to participate in all of the MHCS activities. Associate membership **does not include legal covering**. Associate members with school age children **must have an active membership with another covering organization**. Associate members enjoy the opportunities offered to full members but are not required to complete most of the paperwork since MHCS does not maintain attendance or progress records for the associate member family. The only form to be completed annually is the *Student Information Form – Associate Member*, which can be found at the back of this handbook and copied as needed, picked up from the MHCS office, or downloaded from the MHCS area of the church website.

### Disclaimer

MHCS reserves the right to refuse enrollment to a child or family at the discretion of the MHCS Board. Possible reasons for refusing enrollment may include, but not limited to:

- suspension or expulsion of student from previous school
- parents or students involved in a same-sex relationship
- students with a criminal history or on probation

Member families who are not current with all fees, and/or attendance/progress reports may not be allowed to register with MHCS for the upcoming school year.

**Home School Legal Defense Association** - Each family is **required** to complete the HSLDA application and return it at registration along with an \$95 check made payable to HSLDA. This fee is to be paid yearly and is a discounted rate from the normal fee of \$115. MHCS' group number for HSLDA is 299815. This is not required for Associate members.

The Home School Legal Defense Association (HSLDA) was founded as a means to protect our rights to home school our children, and to defend home school families who are unjustly accused to truancy or failure to comply with the law. Membership in HSLDA will insure legal counsel and fees if you are taken to court for an education-related issue.

### Registration and Enrollment Fees Summary

	<u>Full Membership</u>	<u>Associate Membership</u>	<u>Pastors, Missionaries, Westmeade Members</u>
Enrollment fee (one-time, new members only)	\$10	\$10	\$10
Registration fee (annual, all members)	\$85	\$50	\$50
Administration fee (annual, all members)	\$50	\$50	\$50
<b>*Total Fees</b> (Payable to MHCS when registering)			
New members	\$145	\$110	\$110
Returning members	\$135	\$100	\$100
Other FEES Associated with MHCS Registration:			
HSLDA	** \$95	n/a	**\$95

\*These fees help to meet the expenses of our ministry. Additional fees may be required for late attendance/progress reports, field trips, co-op classes, or other special events and activities.

**\*\*\$95 payable to HSLDA, turned in with MHCS registration paperwork for new members or paid directly to HSLDA for returning members.**

**PLEASE NOTE: Your registration is not final until ALL paperwork has been completed and turned in and ALL fees paid. Co-op class registration times will be assigned according to the order in which families registered for the current year with MHCS.**

## **Attendance/Progress Reports**

An Attendance/Progress report is required for each child per semester (2 per child/per year). This report will be given to you at registration and will be due on January 15th (1st semester) and June 15th (2nd semester) every year. **Parents' of high school seniors need to have their students' spring progress report turned in by May 1st.** A **\$20 late fee** will be charged if reports are not turned in by the due date. Failure to submit reports within 14 days after due date may result in termination of enrollment.

Alabama state law does not have a required attendance for church schools. Public schools are required to attend 180 with 20 absences. Private tutors are required to teach 140 days per year. **MHCS will require 160 days of educational instruction.** Each family is responsible for keeping a daily record of each child's attendance.

A progress report will include the subjects, grades, comments on progress, and number of days attended. Each report will be placed in your child's file. You are required to keep a copy as well. **You, the parent/teacher, are ultimately responsible for the teaching, record keeping, and all other aspects that are required for the education of your child. MHCS is here as a ministry for guidance and so that you are in compliance with Alabama law.**

## **Dress Code**

Anyone attending MHCS classes, field trips, or other functions is requested to observe the following guidelines:

- Minimum inseam of 8 inches on all shorts
- No exposed midriffs
- No inappropriate logos on clothing
- One piece swim suits for girls and swim trunks for boys at water events
- Tennis shoes recommended for gym time and outdoor activities
- Jeans must be appropriate; be careful with the low ride style.

## **Illness**

Please keep your child home from MHCS classes, field trips, or other functions if he/she has had **fever over 101 degrees Fahrenheit**, and/or **vomiting**, and/or **diarrhea** in the **24 hours before the scheduled event**. If a child becomes ill during a class or planned event, please take the child home for care. Please be considerate of the other families and follow these guidelines for the health of all participants. If your child has lice or some other highly contagious illness such as chicken pox, please inform the school if they attend co-op classes. We may need to notify classmates families and disinfect the school rooms.

## **Weather**

If Decatur City Schools are closed due to inclement weather, any classes, field trips, or other MHCS planned events will be cancelled.

# High School Information

MHCS strives to stay up-to-date on Alabama's graduation requirements. However, we can not be up-to-date on individual college entrance requirements. **Ultimately, it is each parents' responsibility to monitor their student's credits as they work towards their high school diploma and meeting the requirements of their college choice.**

High School students working towards a diploma from MHCS have several ways to earn credits:

1. Traditional textbook
2. Portfolio credits
3. Essay credits or research
4. Life experiences and work/apprentice opportunities

## Diplomas and minimum requirements:

### **Standard Diploma - 22 credits (This is for Non-college bound students)**

- 3 credits each: English, History, Math, Science
- 10 credits: Electives, Technical/Work/Life Skills

### **Academic Diploma - 24 credits**

- 4 credits each: English, History, Math, Science  
**Math** must include one credit each of Algebra I and Geometry  
**History** must include one credit each of U.S. and World History and a half credit each of Government and Economics  
**Science** must include at least one credit of Biology
- 8 credits: Electives (At least one credit of a Foreign Language is recommended)

### **Advanced College Prep - 26 credits**

- 4 credits each: English, History, Math, Science  
**Math** must include one credit each of Algebra I, Geometry, and Algebra II  
**History** must include one credit each of US and World History and a half a credit each of Government and Economics  
**Science** must include at least one credit of Biology
- 10 credits: Electives  
(highly recommended - Foreign Language, Chemistry, Basic Computer Skills, Literature)

### **List of Electives (not a complete list) -**

Algebra 1, Algebra 2, Geometry, Consumer Math, Business Math, Drafting, CAD, Elementary Statistics, Accounting, General Math, Basic Math, Grammar, Composition, Business English, Vocabulary, Creative Writing, Literature, World History, Ancient Civilizations, Religion, Bible, Geography, Social Studies, Sociology, Economics, Government, Military History, European History, Aviation History, American History, Earth Science, Nutrition, Child Care, Parenting Skills, Home Economics, Sewing, Culinary Studies, Maternal Studies, Human Behavior, Criminal Justice, Ecology, Psychology, Chemistry, Word Processing, Computer Programming, ACT/SAT Preparation, Wilderness Survival, Environmental Studies, Photography, Native American Studies, Fine Arts, Music Theory, Music Classes, Theater, Speech, Financial Management, CPR/First Aid, PE, Sign Language, Latin Studies, Woodworking, Automotive, Volunteering, Shop, and participation in choirs, bands, sports (individual and/or team), clubs and organizations.

Most community colleges also have dual enrollment programs available.

A worksheet is provided in the back of this handbook to help you keep up with your student's course work. Fill in the blanks under the appropriate headings. **Please** be specific in the name of each course. Language may be listed as Language 9, Language 10, etc. This is the only course that may be listed this way. Other courses need to have a specific name. (Example: Do not list "Science", but list specifically as "Biology", "Chemistry", etc. List History as "US History since 1500", "World History to 1800", etc. List Math as "Algebra IA", "Consumer Math", etc.) Do not list the same course twice. Only one credit will be issued per course title.

If you have questions or need assistance, you may call the MHCS office to set up an appointment.

## **College Entrance**

In order for a student to enroll in a college from a non-accredited school, as is MHCS, the following are options:

1. A diploma and a minimum ACT score or comparable SAT score. Student needs to check with desired college for the required minimum scores; **or**
2. A diploma and an Alabama Exit Exam Score; **or**
3. A GED score; **or**
4. Take the ASSET test for the Ability to Benefit program and pass.

**These are options but are not all inclusive. Certain colleges may have other requirements. Ultimately, it is each student's/parents' responsibility to check with the college of choice concerning the requirements of that college.**

## Transcripts

A transcript is a form that list all the subjects and grades a student has completed. This form follows a student to a new school or to a college. Since we encourage home education through high school, a transcript will be prepared for a graduating senior who needs one for college for no additional charge.

**A student going back into public school or transferring to a private/church school,** either in state or out, will need a transcript of all work accomplished during their enrollment with MHCS. The work must be for a full 6 weeks of school, minimum.

Anything less than 6 weeks will result in a non-validation letter to the new school.

We will create a transcript using the grades the parents send to us and will send the transcript to the parent or to the new school. **There will be a charge of \$20 if the transcript is ordered at the end of the school year from May 1st to July 1st.** After that, the transcript fee will be \$30. The additional fee is due to the processing of new enrollees during the months of May, June and July. We would like all students who are transferring out of MHCS to have their paperwork completed by June 1st. If you do not pay the fees and give the MHCS administrator at least 2 weeks notice, the transcript will not be sent; instead, only previous schools' paperwork and a letter from MHCS stating that no work has been validated or recorded will be sent. Please help the transition go smoothly by following these guidelines. **IF you do not give 2 weeks notice and need a transcript immediately, the fee will be doubled.** If a child is un-enrolled and then a parent wants to re-enroll the child during the same school year, there will be a \$50 fee for re-enrollment for that child, even if the family is still enrolled.

**To get a transcript for a graduating senior,** MHCS needs to have on file copies of each high school year with grades, subjects, and credits. *Please* be specific in the name of each course listed. Please keep excellent copies of all work. MHCS provides a copy of the graduating student's transcript at the time of graduation. If you need a copy of your student's transcript before graduation, please give us a two week notice. **A \$20 fee will be charged for transcripts needed sooner than the two week notice.**

**Dual Enrollment** – Most community colleges offer dual enrollment to high school students. Please contact the college of your choice for further information. MHCS will be glad to assist your student with the necessary paperwork that may be needed from us by the college chosen.

# Opportunities at MHCS

## Co-op Classes

MHCS will offer co-op classes during the school year on Fridays from 9am – 12pm at the Westmeade Baptist Church Ministry Center located at 1626 Runnymede Ave. SW in Decatur. It is located directly behind the Worship Center which is located on Beltline Road. These classes are optional, but if you choose to participate, you are expected to be on time and consistent in your attendance. Parents are expected to stay on campus for the duration of the scheduled class time and participate by helping in various areas. Parental participation and help is vital to the success of our co-op.

For further information regarding co-op classes, including policies and guidelines, please refer to the *MHCS Co-op Class Handbook*.

## Standardized Testing

Every spring, MHCS offers the Stanford Achievement Test for those families that would like their children to be tested. Many parents use this test to evaluate their children's overall academic strengths and weaknesses. Testing is not required by Alabama state law or MHCS, nor should it be used to determine a child's grade level.

Tests are ordered through the MHCS office beginning in January. Tests are to be paid for when they are ordered – costs are announced when it is time to order the tests and include shipping and handling charges incurred when MHCS returns the tests for grading. Parent volunteers who are certified testers administer the tests and other parent volunteers help monitor the classes and perform other duties as needed.

If you would like to help in this area, please notify the MHCS office.

## Special Events

Some of the other opportunities offered to our member families include a Family Picnic, used book sales, special speakers, performances by our band, choir and other classes, demonstrations and exhibits of various homes school-related products and services, annual 7<sup>th</sup>-12<sup>th</sup> grade banquet, and Kindergarten and High School graduations.

## School Pictures and Yearbook

MHCS schedules school pictures at least once a year for students. These pictures will be included in our yearbook. It is our goal to have as many students represented as possible. Students of all ages, birth through 12<sup>th</sup> grade, are included in the yearbook.

Yearbooks for the current school year may be pre-ordered beginning in the spring of the current year for delivery in the fall of the next school year. This allows for all the events of the school year to be included in the yearbook, such as the 7<sup>th</sup>-12<sup>th</sup> grade banquet, family picnic, and kindergarten and high school graduations.

Older students who would like to work on the yearbook staff may register for this class which is held during weekly co-op classes on Fridays during the school year. Yearbook ads are also available for purchase. These help us to keep the cost of the yearbook at a reasonable rate.

## Field Trips

MHCS plans several field trips each school year. We also pass along information regarding field trips planned by other individuals and groups that are open to all home school families in the area. If you have a suggestion for a possible field trip or would like to plan and lead a field trip, please contact the MHCS office. Please remember that wherever you and your children go, you are not only representing MHCS, but all home school families. Please act accordingly. Make sure to review the following guidelines with your family/group before each field trip and emphasize the behaviors and responsibilities that are expected of each person.

### General guidelines:

- MHCS –sponsored field trips are for MHCS members only unless otherwise announced.
- Please sign up and pay related fees by the stated deadline.
- If you are not able to attend, please contact the MHCS office or field trip leader as soon as possible. **Note that fees are not refundable.**
- Only bring children who are within the recommended age group as detailed in the field trip information.

### Parents:

- Discuss and rehearse appropriate behavior with your children for the field trip. Do not assume that they will know to whisper or not speak loudly during a concert or play, or not to touch priceless artwork or other exhibits.
- Explain any rules applicable to the place being visited and enforce them appropriately during the field trip.
- Make sure everyone is neatly and appropriately dressed including proper grooming.
- Please refrain from chewing gum, eating, or drinking while on the field trip except during specified breaks for snacks or meals.
- Be prompt. Arrive at least 10-15 minutes early.
- Watch your children closely at all times. If you must tend to one child's needs, ask another parent to help watch your other children.
- Respond appropriately and without anger should your child misbehave or act inappropriately.

### Students:

- Be courteous and polite at all times.
- Respect others who are on the trip with you.
- Stay with your parent or designated adult – no running ahead.
- Obey your parent/teacher at all times and follow all rules at the location of the trip.
- Listen carefully to any instructors and instructions on the trip.
- Raise your hand before asking a question.
- Touch display items and exhibits only when permitted.
- Be helpful as you observe areas where you could help other students.
- Be patient as you wait your turn.
- Be cheerful without complaining.
- Be thankful to those who helped on the field trip. Thank the person who conducted the class or tour.

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Remember: **Please be on time to all field trips. If you sign up for a field trip then BE THERE.** If there is a reason that you can not attend the field trip then let the field trip contact know with as much advance notice as possible. There will be NO RE-FUNDS for cancellations made after payment has been made for the event.

## **MHCS Fairs**

Throughout the year MHCS will host several fairs that any of our students may participate in. In the past we have had a History fair, an Art fair, and a Science fair. This gives our students a chance to show case their work, and it allows them to experience some friendly competition. We will operate under the following guidelines. This is not a complete list of guidelines due to unforeseen issues that may come up.

- A sign-up sheet will be available the month before the fair. You may call, email, or sign up during co-op classes.
- The deadline set will be **final**. We have to plan for these special events. There is a fair amount of work involved and we need to make it as organized as possible for our volunteers. You may also call ahead to be taken off the list. Please do not call the night before a fair to sign up.
- Guidelines or rules that apply to the fair will be available in the lounge. A list of categories the project will be judged on will also be made available when applicable.
- You must be available to set your project up during the assigned set up time. The projects will be judged on this night and this also gives Dads a chance to see our fairs too.
- Winners will be announced on the date set for the fair.
- Respect other student's projects. Do not touch them. Our students take a lot of time to prepare and share their work with us.
- MHCS will pay the entry fee for 1st place winners in the Science fair who go on to Regional competition. These winners must have all their entry forms and accompanying documents in order before MHCS extends the funds to Regional.
- If anyone other than a board member, has been appointed head of a fair, each family should extend the same respect as if he/she were one of us. He/She will follow set guidelines of MHCS. The project head will be working closely with board members on this fair.

## **Curriculum Selection**

Choosing the right curriculum is extremely important. You must choose a curriculum that meets the needs of your child and reflects your desired goals for that child academically, spiritually, physically and emotionally. MHCS suggests that you carefully research the curricula that are available. We will assist you in any way we can in helping you make the decision that best suits the needs of your child.

After choosing your curriculum, please make sure you complete and submit the *Curriculum Selection Form* (1 per school age child) so that we may include it in your file. Should you make any curriculum changes through the school year, please submit an updated *Curriculum Selection Form* so we can keep our files current as well.

## Teaching Methods

**Textbooks** - Most textbook publishers use the traditional approach to education, with curriculum adapted to each grade level. Most companies have teachers' guides or texts also available. Some textbooks have much repetition for the slower students in a traditional class room. Year after year the same concepts are reviewed. If your student has accomplished these goals, you may skip sections, pages, or chapters. Make the curriculum fit the child.

**Workbooks** - The "work text" format includes both the text, or instruction, and questions on a subject in consumable books. Workbooks are a part of the most traditional publisher's curricula. If you use workbooks or work texts, you may want to avoid using this method in all subjects.

**Correspondence Schools** - Correspondence schools and independent study programs usually provide and require that you use the materials that come with the course. Most of these courses use the traditional "school in your home" approach. Examples: Christian Liberty Academy, Calvert, A Beka.

**Unit Studies** - Many home educators use some form of integrated study to do multi-level teaching (unit studies). The traditional education method compartmentalizes subjects. Integrated or unit studies are an attempt to relate every subject to every other subject. Your school day may be divided into two hours of content with history, science, or literature. The next two hours might be skills such as math, penmanship, and phonics. By using multi-level teaching you can teach everything together, as much as possible. Assign activities or projects on each child's level. Some parents use library books or other resources if they want to add anything. You can document what has been covered by using a timeline. Examples of curriculum using this approach: Advanced Training Institute (ATI) and Weaver, centered around Scripture; KONOS, centered around character training with strong Scripture emphasis; "The Classics," a literature-based approach.

**Video and Satellite** - A Beka offers a complete video program of classroom instruction and Bob Jones University "HomeSat" program offers instruction via satellite, straight from their classrooms to your home.

**Computer-Based and On-Line Instruction** - ACE-affiliated "School of Tomorrow," Alpha Omega's "Bridgestone On-Line Academy" and "Switched-On Schoolhouse," and the Home School Channel of Crosswalk.com (edited by Mike Farris) are examples of this type of instruction. More complete educational programs are becoming available in this format.

**Un-schooling** - The un-schooling approach is child-centered. Learning is directed by the student's natural curiosity to learn. Students are placed in an environment of books and learning resources. The focus is learning from real-life experiences. Read John Holt's *Teach Your Own* and *Learning All the Time* for more information on this approach.

**Charlotte Mason** - The Charlotte Mason approach involves a broad spectrum of real-life situation and activities that enable students to handle normal frustrations and to comprehend the need for cooperation and self-discipline. Living books and narration are used to help students understand the principles and ideas behind the knowledge they gain. The concept of freedom is balanced with emphasis on respect and the value of habits and routine. There is a special emphasis on the humanities with this approach. Read: *For the Children's Sake* by Susan Schaeffer Macaulay.

## Curriculum Sources

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **A Beka**— [www.abeka.org](http://www.abeka.org)—A major publisher of curriculum, complete programs for all grades. Books and DVDs.
- **An Old Fashioned Education**— [www.oldfashionededucation.com](http://www.oldfashionededucation.com)—A site with links to free books and curricula
- **Apologia Science**— [www.apologia.com](http://www.apologia.com)
- **Beautiful Feet**— [www.bfbooks.com](http://www.bfbooks.com)
- **Bluestocking Press**— [www.bluestockingpress.com](http://www.bluestockingpress.com)—Features many wonderful resources in American history, economics, and American government.
- **Bob Jones University Press**— [www.bjupress.com](http://www.bjupress.com)—A major publisher of curriculum, complete programs for all grades. Books and videos.
- **Christian Book Distributors**— [www.christianbook.com](http://www.christianbook.com)—Offers many curricula at discount prices.
- **Creative Learning Connection**— [www.creativelearningconnection.com](http://www.creativelearningconnection.com)
- **Elijah Company**— [www.homeschoolmarketplace.com](http://www.homeschoolmarketplace.com)—A comprehensive catalog of books and materials, including many hard-to-find items.
- **Green Leaf Press**— [www.greenleafpress.com](http://www.greenleafpress.com)—Many world and American history resources.
- **Learning Language Through Language Arts**  
[www.commonensepress.com/covers.htm](http://www.commonensepress.com/covers.htm)
- **Hearthstone Learning**— [www.hearthstonelearning.com](http://www.hearthstonelearning.com)—Hearthstone Learning, LLC is a family owned and operated retailer of educational resources for families.
- **Math-U-See**— [www.mathusee.com](http://www.mathusee.com)—Math-U-See's goal is to help produce confident problem solvers who enjoy the study of math.
- **Mystery of History**— [www.themysteryofhistory.com](http://www.themysteryofhistory.com)
- **Rainbow Resource**— [www.rainbowresource.com](http://www.rainbowresource.com)
- **Rock Solid**— [www.rocksolidinc.com](http://www.rocksolidinc.com)
- **Saxon Math, Phonics**— [www.saxonpublishers.harcourtachieve.com](http://www.saxonpublishers.harcourtachieve.com)
- **Spelling Power** [www.castlemoyle.com/spelling/spellingpower.htm](http://www.castlemoyle.com/spelling/spellingpower.htm)
- **The Timberdoodle**— [www.timberdoodle.com](http://www.timberdoodle.com)—Curriculum, supplemental materials, unusual items.
- **Tobin's Lab**— [www.tobinslab.com](http://www.tobinslab.com)

## Organizations

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **Home School Legal Defense Association (HSLDA)**— [www.hslda.org](http://www.hslda.org)  
HSLDA is the cutting edge of home education in the United States. It provides legal services for members, keeps abreast of legislative developments in Congress and the states, and provides leadership training workshops and resources for state home school leaders.
- **National Home Education Research Institute (NHERI)**— [www.nheri.org](http://www.nheri.org)  
Need statistics on the performance of home schooled students across the United States? NHERI provides the results of research from a number of studies.
- **Christian Home Education Fellowship of Alabama (CHEF)**—  
[www.chefofalabama.org](http://www.chefofalabama.org)
- **North Alabama Christian Home school Organization (NACHO)**—  
[www.groups.yahoo.com/group/NACHOofAlabama/](http://www.groups.yahoo.com/group/NACHOofAlabama/)  
NACHO is a home school support organization in the North Alabama area. NACHO members receive the NACHO Illustrated monthly newsletter which provides information about field trips, workshops, roller skating days, ice skating days, swimming days, home school helps, conference information and much more.
- **Alabama Christian Home Educators (ALCHE)**—  
[www.groups.yahoo.com/group/ALCHE/](http://www.groups.yahoo.com/group/ALCHE/)
- **National Christian Forensics and Communications Association (NCFCA) (Debate)** [www.ncfca.org](http://www.ncfca.org)
- **TeenPact**— [www.teenpact.com](http://www.teenpact.com)  
TeenPact is a comprehensive leadership experience that challenges students to grow both personally and spiritually. During TeenPact, students will enjoy meeting and interacting with other Christian young people and leaders from across their state. Students will come away from TeenPact with a realization of their spiritual capacity as young people and a desire to change America for Christ.
- **Generation Joshua**— [www.generationjoshua.org](http://www.generationjoshua.org)  
Generation Joshua is a youth movement for ages 11-19. The goal of the program is to help educate and train the leaders of tomorrow. Students are educated through their online civics curriculum that covers topics in history, government, and world view and their annual summer camp. The training comes as the result of participation in hands-on activities like HSLDA-PAC Student Action Teams, GenJ Clubs, and Voter Registration.

## Publications

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **The Teaching Home**— [www.teachinghome.com](http://www.teachinghome.com)  
A Christian magazine for home educators, written for home schooling families by home schooling families.
- **Practical Homeschooling**— [www.home-school.com](http://www.home-school.com)  
The latest home schooling news, articles, organizations, events, Home school Mall, and much, much more!
- **Homeschooling Today**— [www.homeschoolingtoday.com](http://www.homeschoolingtoday.com)  
Features ready-to-use curriculum, teaching tips, resources.
- **Home School Digest**— [www.homeschooldigest.com](http://www.homeschooldigest.com)  
A national quarterly publication for serious home schooling families, focusing on Lifestyle issues from the Christian perspective.

## Special Needs Resources

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **GIFTSNC Home Schooling Special Needs**— [www.giftsnc.com](http://www.giftsnc.com)  
GIFTSNC is a home school support group for families with special needs children. Their goal is to support, empower, guide and educate families home schooling children with special needs through conferences, workshops and family-to-family support.
- **Linda M. Kane**— [www.hope-future.org](http://www.hope-future.org)  
Desiring to have a strong Biblical foundation and Christian basis when working with families, Lee and Linda founded “Hope And A Future, Inc.” in September 1999. Hope And A Future’s primary mission is to give hope and specific help to families involved with developmental needs, genetic syndromes, brain injuries, Autism, and learning issues. Linda firmly believes the potential of an individual is determined by the opportunities presented to them. Hope And A Future guides families in offering the best opportunities to their children. Linda is certified through the International Christian Association of Neurodevelopmentalists, Inc. (ICAN). Currently, in affiliation with ICAN, the opportunity for continued research, study and the exploration of options and methodologies to enhance the field of neurodevelopment is an ongoing critical part of her work.
- **Vast Network**—(Varied Abilities School and Trainig Network)  
[www.vastnetwork.org](http://www.vastnetwork.org) - Dr. Christie Berry, Director  
To provide alternative forms of special education based upon the abilities, skills, and natural talents of each special needs child whose educational needs are not being adequately met within his or her current school setting.  
To provide a unique educational program and environment where each student can experience genuine success and the resultant feeling and knowledge that he or she is a uniquely valuable, worthwhile individual that the Heavenly Father has made for a specific purpose.  
To advance abilities and enable parents and their special needs children to find their full potential in a healthy educational environment.

## Other Resources

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **The HomeSchool Channel**—[www.crosswalk.com/homeschool/](http://www.crosswalk.com/homeschool/)
- **Biblegateway.com**
- **Lifeway.com**
- **AnswersInGenesis.com**
- **HartselleArtStudio.com**
- **Apologia Science Notebook Pages**— [www.jeanniefulbright.com/notebook.html](http://www.jeanniefulbright.com/notebook.html)  
Notebook pages that go along with the Apologia Science Elementary series
- **Big Math Time**— [www.bigmathtime.com](http://www.bigmathtime.com)  
Online math program to improve math skills while having fun. Grades K-4
- **Cozy Grammar**— [www.splashesfromtheriver.com/index.html](http://www.splashesfromtheriver.com/index.html)  
DVD grammar courses and more. Free spelling course!
- **Daily Grammar**— [www.dailygrammar.com/archive.shtml](http://www.dailygrammar.com/archive.shtml)  
Grammar lessons through e-mail.
- **Internet 4 Classrooms**— [www.internet4classrooms.com/grade\\_level\\_help.htm](http://www.internet4classrooms.com/grade_level_help.htm)  
Grades K-8th. Grade level skills in the 4 core subjects. Links to games, tests, and more!
- **KISS Grammar**— [www.home.pct.edu/~evavra/KISS.htm](http://www.home.pct.edu/~evavra/KISS.htm)  
Free grammar website with printable workbooks
- **March 2 Success**—[www.march2sucess.com](http://www.march2sucess.com)
- **Outdoor Hour Challenges**— [www.handbookofnaturestudy.blogspot.com](http://www.handbookofnaturestudy.blogspot.com)  
Free nature challenges to go along with “The Handbook of Nature Study” by Anna Botsford Comstock
- **Spelling Time**— [www.spellingtime.com](http://www.spellingtime.com)  
Online spelling for K-5th grade
- **Starfall**— [www.starfall.com](http://www.starfall.com)  
Learn to read at Starfall. Teaching comprehension and phonics.
- **The Marker Board People**— [www.dryerase.com](http://www.dryerase.com)  
A site to find dry erase boards at unbeatable prices!!!

# FORMS



## CHURCH SCHOOL ENROLLMENT FORM

<b>School Year</b> 20____ - 20____	<b>Public School District</b>
---------------------------------------	-------------------------------

<b>Part 1 - To be completed by Parent or Guardian</b>			
<b>Student's Name</b>	<b>Date of Birth</b>	<b>Grade</b>	
<b>Parent or Guardian's Name</b>		<b>Home Phone</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Church School of Enrollment</b> Master's Hand Christian School (MHCS)		<b>School Phone</b> (256) 353-8818 ext. 216	
_____		_____	
<b>Date</b>		<b>Signature of Parent or Guardian</b>	

<b>Part 2 - To be completed by Church School Administrator</b>			
<b>Church School Name</b> Master's Hand Christian School (MHCS)		<b>School Phone</b> (256) 353-8818 ext. 216	
<b>Address</b> 1626 Runnymede AV SW	<b>City</b> Decatur	<b>State</b> Alabama	<b>Zip</b> 35601
<b>Date of Student Enrollment</b>		<b>School Year</b> 20____ - 20____	
_____		_____	
<b>Date</b>		<b>Signature of Church School Administrator</b>	

<b>Part 3 - Consent for Notification of Student Withdrawal</b>	
<p>I hereby give prior consent to the Administrator of <b>Master's Hand Christian School (MHCS)</b> to notify the Public School Superintendent should the above named Student cease attendance at said School.</p>	
_____	_____
<b>Date</b>	<b>Signature of Parent or Guardian</b>

Original to County School Superintendent

Copy 1 to school file

Copy 2 to Parents



# STUDENT INFORMATION FORM

20\_\_-20\_\_ School Year

Please include all children in Master's Hand Christian School

Student's Name	Allergies	Date of Birth	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Church Home \_\_\_\_\_

Emergency contact name and number other than parent

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## Home School Legal Defense Association

Member \_\_\_\_ Yes \_\_\_\_ No

If yes:

HSLDA Membership # \_\_\_\_\_

HSLDA Group # \_\_\_\_\_

Home School Legal Defense Association  
Post Office Box 3000  
Purcellville, VA 20134  
540-338-5600  
www.hslda.org













Master's Hand Christian School  
A Ministry of Westmeade Baptist Church  
1626 Runnymede Avenue, Southwest  
Decatur, Alabama 35601  
256-353-8818 ext. 216  
mhcs@westmeadebaptist.org

## REQUEST FOR RECORDS

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Please send all available school records for the following former student(s) who are currently enrolled in Master's Hand Christian School:

Full Name	Current Grade
_____	_____
_____	_____
_____	_____
_____	_____

I hereby authorize Master's Hand Christian School to receive all school records on my child/children listed above. **This will also serve as a notice of withdrawal for these students from your school.**

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

---

Date of enrollment at Master's Hand Christian School \_\_\_\_\_

Date records were requested \_\_\_\_\_

Signature of Administrator \_\_\_\_\_

Samantha Rencher/Allison Fleming



***ASSOCIATE MEMBER***  
**STUDENT INFORMATION FORM**

20\_\_-20\_\_ School Year

Please include all children in Master's Hand Christian School

Student's Name	Allergies	Date of Birth	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

Church Home \_\_\_\_\_

Emergency contact name and number other than parent  
\_\_\_\_\_

**Home School Legal Defense Association**

Member \_\_\_\_\_ Yes \_\_\_\_\_ No

**Name of Covering/Church School:** \_\_\_\_\_







# MHCS Co-op Class Handbook



# Table of Contents

General Information.....	36
Parental Supervision .....	36
Class Supervision/Teachers.....	36
Co-op Class Enrollment .....	36
Parental Responsibility .....	37
Attendance.....	37
Behavior .....	37
Grading .....	38
Driving Students .....	38
Summary of Requirements to Participate in Co-op Classes.....	39



## Classes

**General Information**—MHCS will offer supplemental classes on Friday from 9:00 am - 12:00 pm during the school year at Westmeade Baptist Church on Runnymede Avenue. These classes are offered as a service to our member families and are optional, but if you choose to participate we expect you to be on time and consistent in your attendance. The teachers are MHCS members or community members with expertise or experience in a particular area and have a desire to teach. None of these classes are required, but once a student is enrolled, he/she is expected to complete the requirements as outlined by the teacher. Each family that attends co-op is required to have a parent or responsible adult on campus for the duration of the day's activities. Each adult is expected to actively participate by helping with classes, watching the halls, etc. If you don't have an assigned task, please check in with the MHCS office to see if there is an opportunity for you to serve. The success of our co-op depends on the willingness of our parents to volunteer and serve.

**Parental Supervision** - Parents are **required** to attend all activities with their children. If a child is dropped off without a parent's supervision, the parent will be called to come pick up the child. You may ask another parent attending classes to be responsible for your child. You must complete a form signed by you and the other parent.

**Class Supervision/Teachers** – Each class must be supervised by at least two adults. Each adult who will be working with MHCS children on a regular basis are required to complete background check forms which will be processed by the Westmeade Baptist Church staff and kept on file. This a requirement as per the policies of Westmeade Baptist Church.

MHCS welcomes ideas and suggestions for classes that may be offered. Anyone who is interested in teaching a class should contact the MHCS office and be prepared to describe their class idea - including subject, curriculum, supplies needed, maximum and/or minimum number of students, grade level preferred, time period preferred, and co-teacher/helper. Anyone who would like to help with a class should also contact the MHCS office and provide the time they are available and grade level preferred.

**Co-op Class Enrollment** – Once the MHCS annual membership registration is complete, an appointment schedule for co-op class sign-ups will be created based on the order in which members registered for the school year. The order in which families sign-up is as follows: MHCS board members, last year's head teachers, last year's co-teachers, returning members, and new members.

The MHCS staff strives to have at least a working model of the co-op class schedule available during the annual membership registration period (May 1st – August 1st ). The schedule is finalized by the time appointment notification letters are sent out in July. If you have not received your appointment notification letter by the end of July, please notify the MHCS office as soon as possible. If you are unable to keep your appointment, please contact the MHCS office as soon as possible to make other arrangements.

It is very important to be at least 15 minutes early for your appointment to sign-up for co-op classes. Everyone is expected to have all paperwork (including 1st, 2nd, and 3rd choices for each time period for each child) completed before their appointment time. If your paperwork is not ready, you will be skipped until you have completed your paperwork and are ready to be assisted by a MHCS staff member for co-op class sign-up. Please check the list of closed classes when you arrive and make any necessary adjustments before you are called, including updating 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> choice selections for each time period for each child. Everyone's cooperation in this matter will help us to stay on schedule.

Your child's co-op class registration is not complete until it has been processed by a MHCS staff member and all fees paid. Incomplete registrations that are not finalized by the drop/add deadline will be cancelled and the student will lose their place in their classes.

**Parental Responsibility** - When a student is enrolled in a MHCS co-op class, the parents are agreeing to give the instructor authority over their student for a designated period of time. Co-op classes are offered by MHCS as a resource tool to help parents better educate their children. Parents are responsible to see that their student is completing assignments for MHCS classes in a timely manner as well as those for the subjects being taught at home. Parents should communicate with the classroom teachers about their child's participation and progress in the classes.

**Attendance** – Students enrolled in MHCS co-op classes will be expected to attend every class unless they have a legitimate excuse. If a student is sick, the parent should call the office 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 the class and arrange for work to be done ahead of time or made up when the student returns. This procedure will assure both the family and the school that the student has not met with an accident or has some problem on the way to the school. Parents should inform the school office in writing if their student is to leave with another student or adult.

**Behavior** – Students are expected to model Christian behavior and follow the guidelines given in the *MHCS Handbook*. If a student is disrespectful, disobedient, unruly or violent while at co-op classes, he/she 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. The student will be allowed to return to class without a parent two weeks after the incident. If the student misbehaves again, he/she will be permanently dismissed from the class with no refund. If it becomes apparent that a student is involved in illegal or immoral behavior such as the use of drugs or alcohol or promiscuous behavior, they will

not be allowed to attend classes and certain other functions and if the 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 on the school property or at any off-campus school-sponsored activity any item deemed by the MHCS staff to be dangerous or destructive. If a student is found with any such item, the item will be immediately confiscated and retained until the end of the day's activities. Repeat offenses will lead to further action by the MHCS staff. If a student endangers the health or safety of any other student, member, teacher, or staff member, the student will be subject to immediate expulsion.

“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.”  
Philippians 1:27a

**Grading** – Certain co-op classes, especially high school level courses for credit, will be graded. These may include, but are not limited to, band, choral, drama, sciences, labs, and the like. Grading criteria will be determined by the individual teachers and semester grades will be submitted to the MHCS office for inclusion in each student's semester progress report. Parents should contact each teacher if they have questions about the grading for their student's class.

Grades will also include attendance, attitude, participation, and performance. The teachers of these courses take them seriously, devoting many hours of personal time and effort to provide each student with a quality learning experience. The students are expected to take the classes seriously as well and do their best work possible. Students in the performance arts classes (band, drama, choir, etc.) are expected to attend class regularly, learn their parts, and participate in all performances and competitions. Sometimes extra practices will be scheduled before a performance and the 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.

**Driving Students** - On a case by case situation, students of driving age may attend on their own. This agreement must be reached between the parent and the administrator/assistant. Parents must sign a written permission form at the beginning of the year. This student also needs an adult attending classes to act as their guardian in case of an emergency. Parents must also sign this form. We want the best possible care for our children's safety.

Driving students are required to follow the same rules as other students. We expect our older students to be examples and leaders that our younger students can learn from and respect. Our driving students will lose their **privileges** if problems occur.

## **Summary of Requirements to Participate in Co-op Classes**

To make sure that our co-op students receive a quality educational experience, the following guidelines will be enforced. Failure to comply with any of these may result in the loss of coop privileges.

- 1) Consistent attendance – absenteeism of more than 4 days per semester will result in the loss of co-op privileges
- 2) Completing assignments on time – participation is not limited to class time. Outside activities, including homework assignments given by the co-op teacher, are expected to be done by all students in a timely manner
- 3) Be on time for all classes – our time on Fridays is limited and the teachers have prepared their lessons to cover the materials that need to be presented each class meeting to keep the class on schedule for the year
- 4) Bring all materials needed for class each week, including paper, pens, pencils, etc. as outlined by each teacher at the beginning of the year and at other times as needed through the year
- 5) Parent participation – this may be in many different forms depending on the needs of the class. Includes providing materials needed by the student for the class, helping in the classroom as needed by the teacher, making sure your child is on time for class each week and has all assignments completed on time, or other actions as may be suggested by the teacher