

NOVA Catholic Homeschool (NCHS)

REGISTRATION FORM 2023-24

Family Name: _____

Parish: _____

Parent(s)/Guardian: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Mailing Address: _____

STUDENT(S) REGISTERED* FOR NCHS CLASSES

**Note: students register for each class directly with the instructor.
Please complete a separate Study Hall Registration Form if enrolling in Study Hall*

Name: _____ **Grade:** _____

Classes: 1. _____

2. _____

3. _____

4. _____

5. _____

Name: _____ **Grade:** _____

Classes: 1. _____

2. _____

3. _____

4. _____

5. _____

EMERGENCY CONTACT

Name: _____

Cell: _____

- Checklist:**
- _____ Completed Registration Form 2023-24
 - _____ Code of Conduct for each student (signed by parent and student)
 - _____ \$55 non-refundable Family Registration Fee (Check # _____)
 - _____ Study Hall Registration Form (if applicable)
 - _____ \$25/student/semester Study Hall Fee (if applicable) (Check # _____)

Please make check(s) payable to: Heather Ward

Mail to: NOVA Catholic Homeschool
c/o Heather Ward
46744 Abington Ter.
Sterling, VA 20165

NOVA Catholic Homeschool (NCHS)

STUDY HALL REGISTRATION FORM

FAMILY NAME: _____

Virtus-Certified Parent? _____ Yes _____ No

Name of Parent: _____

Parish of certification: _____

We are required by Diocesan rules to provide a Virtus-certified study hall monitor. To ensure coverage, we will be paying a monitor this year. We are charging \$25 per student per semester for the use of study hall. If this presents a financial burden for your family, we encourage you to contact NCHS.

Please note that there is no Study Hall option during 9:00 – 11:00 AM (Blocks 1 & 2). Students who are not in classes during Blocks 1 & 2 should not be on the premises. Thank you for your cooperation.

Student #1

Name: _____ **Grade:** _____ **Fee:** _____ (\$25/semester)

Please check all study halls that student #1 will participate in:

Fall Semester

- Study Hall 11:05 – 12:20 (Block 3) Study Hall 12:50 – 1:50 (Block 4) Study Hall 1:55 – 2:55 (Block 5)

Spring Semester

- Study Hall 11:05 – 12:20 (Block 3) Study Hall 12:50 – 1:50 (Block 4) Study Hall 1:55 – 2:55 (Block 5)

Student #2

Name: _____ **Grade:** _____ **Fee:** _____ (\$25/semester)

Please check all study halls that student #2 will participate in:

Fall Semester

- Study Hall 11:05 – 12:20 (Block 3) Study Hall 12:50 – 1:50 (Block 4) Study Hall 1:55 – 2:55 (Block 5)

Spring Semester

- Study Hall 11:05 – 12:20 (Block 3) Study Hall 12:50 – 1:50 (Block 4) Study Hall 1:55 – 2:55 (Block 5)

Student #3

Name: _____ **Grade:** _____ **Fee:** _____ (\$25/semester)

Please check all study halls that student #3 will participate in:

Fall Semester

- Study Hall 11:05 – 12:20 (Block 3) Study Hall 12:50 – 1:50 (Block 4) Study Hall 1:55 – 2:55 (Block 5)

Spring Semester

- Study Hall 11:05 – 12:20 (Block 3) Study Hall 12:50 – 1:50 (Block 4) Study Hall 1:55 – 2:55 (Block 5)

NOVA Catholic Homeschool (NCHS)
CODE OF CONDUCT 2023-24

I promise to uphold the standards of NOVA Catholic Homeschool (NCHS) in conduct and dress. I will abstain from bringing, using, or encouraging others from using the following: products containing nicotine, e-cigarettes, marijuana, drugs, profanity, vulgar or lewd language, alcoholic beverages, weapons, gossip, lying or talking critically about others, any type of bullying (physically or cyber), stealing, and any other activity inconsistent with my Christian testimony.

I understand that I need to show my teachers and fellow classmates proper courtesy, which includes:

- Arriving to class on time;
- No class-clown antics, goofing off, or other disruptive classroom behavior;
- Raising my hand and waiting for the teacher to call on me when I have something to contribute to the class;
- Abiding by the NCHS cell phone policy.

I have read and understand that I must follow the dress code of NCHS as expressed in the *NOVA Catholic Homeschool Policies* document by wearing clothing appropriate for a Catholic Church.

If I have a legitimate problem with another student, of which the teacher is unaware, I will respectfully email the teacher as soon as possible expressing my concerns.

I understand that I need to respect church property per church guidelines, which include:

- Students may not wander the halls or anywhere in the church without adult supervision.
- Students have access ONLY to Rooms 1, 2, 3, 4, and 5 at Christ the Redeemer.
- No sports equipment is allowed at the co-op.
- No food or drink is allowed in the classroom, unless it is the designated lunchroom during the lunch period.

For the benefit of the class, if discipline becomes a problem, the following will take place:

1. The teacher will speak to the student directly.
2. If the trouble continues, the teacher will discuss the problem with the parent.
3. If the problem remains unresolved, the student may be asked to withdraw from the class.

We understand what is expected of us and agree to abide by the NCHS Code of Conduct. We also have carefully read and agree to abide by the policies for NCHS.

Parent Name

Student Name

Parent Signature

Student Signature

Date

Date

NOVA Catholic Homeschool Policies

2023 - 2024

About NOVA Catholic Homeschool

NOVA Catholic Homeschool (NCHS) has been offering high quality, college preparatory courses for homeschooling families since 2014. High school students and mature 8th graders ready for high school level work are eligible to register for our courses. We meet once weekly on Tuesdays from 9:00 AM — 3:45 PM with various classes scheduled throughout the day. In addition to in-person classes, we also offer some live online and hybrid classes (mix of in-person and live online). Students can enroll in a single course or several. While we welcome students from all faith backgrounds, all subjects are taught from a Catholic perspective at a Catholic church. We ask that all students be respectful of Catholic traditions and teachings.

Student Responsibilities

Students are expected to attend classes faithfully and complete all work assigned. When students arrive for classes, they are to go immediately to their classrooms and are not to loiter anywhere on church grounds or in the building. Homework will be assigned and is designed to reinforce material taught in the class. Students are expected to treat teachers, adults, peers, and church property with the utmost respect and Christian charity. Our goals in teaching the faith and inspiring love of God and neighbor call everyone to practice what is being taught.

Since classes are held only once a week and there is a large amount of material to cover, it is only fair to students to make the best use of time with teachers. Please note that classroom time is for teachers to impart critical information to the students. Disruptions to what the teacher is saying (even if well-meaning) can derail the class. Input from students is valued, but only during appropriate times during the class when solicited by the teacher. Please be most mindful of the limited time for instruction. Please use common courtesy in raising your hand to either ask a question, or answer one posed by the teacher, and then wait to be called upon.

Frequent trips to the bathroom during class have been a problem in the past. Students should use the restroom before class starts if needed, and they should try to limit any other trips to the bathroom.

Cell phone use at NCHS is prohibited during class unless requested by the instructor for class projects. Phones may be used in Study Hall for reading and research, but they must be muted and may not be shared with other students. Students should refrain from using cell phones during the limited lunch period to encourage interaction and socializing.

Our time frame does not permit us to handle persistent discipline issues. As teachers work to instruct you, please note that if discipline becomes a problem, the following steps will be taken:

- First occurrence of misbehavior: Your teacher will discuss the problem with you directly.
- Second occurrence: Your parent(s) will be notified.
- Third occurrence: You may be asked to withdraw from the class.

Parent Responsibilities

Parents are the primary educators of their children. NCHS intends to work in partnership with parents to assist them in living their vocations as educators of their children. We understand that for many students, this may be their first exposure to a class outside the home, and they may not be accustomed to the norms of a live classroom. Please *review the Student Responsibilities* and be sure to discuss them with your student so s/he will be properly prepared the first day of class.

A key component of ensuring the success of your child and NCHS is having your child attend class regularly and on time. Please carefully *review the absence/tardiness policy* below and ensure that your student adheres to these expectations.

We understand that each child is unique and that some may require special accommodation. If you feel your child needs accommodation, please be sure to talk with the teacher well in advance of the start of classes, and the teacher can let you know if the needs of your child can be properly accommodated by NCHS.

NCHS cannot function without help from its families. If you have a child that is present at the facility during lunch or study hall, we may ask that you fill in for our lunch or study hall monitor if the need arises.

Absence/Tardiness

Students are expected to attend classes each Tuesday and arrive to class on time. If your child must be absent due to illness, please email your child's teacher(s). Please do not send a sick child to class. Please keep your child home if s/he has a fever. Students should be fever-free for 24 hours before returning to class.

Excessive absences and tardiness are unfair to your child who will be behind in class, and it is unfair to our dedicated teachers who put forth so much time and effort in preparing for and teaching your child's class. It is also unfair to the other students in the class when a student is continually tardy. We understand there might be occasional situations which cause a student to be late, but this should be a rare occurrence, as repeated tardiness to class is a huge disruption to the learning environment. Prolonged excessive tardiness has been a notable challenge for NCHS in the past. Teachers will address the issue of tardiness with the student and/or parents, and, if unresolved, the student's grade may be impacted.

Dress Code

Education is a serious obligation, and it is important to provide a school environment where learning can take place. Dressing modestly and in good taste contributes to an environment that supports a productive and educational atmosphere, while not being distracting. We also should remember that NCHS meets in a Catholic church, and we want to wear clothing that bears proper witness. A general guideline for NCHS would be to dress as if you were attending a daily Mass. Students, therefore, should not arrive wearing immodest or inappropriate clothing. **Specifically, (1) all clothing must be free of inappropriate words, images, and logos, (2) skirts and shorts must be no shorter than fingertip length when arms are resting at sides, and (3) shirts should be modest and cover the entire midriff.** Teachers have the discretion to privately

address with a student any dress code issues they deem a problem. If the problem continues, the teacher may choose to bring the issue to the attention of the NCHS Board.

If there is interest, and with the permission of the parish staff, we could have a school-wide spirit week, but otherwise, please refrain from organizing your own themed dress days.

Policy on 8th Graders

Eighth graders are permitted to enroll in classes at NCHS with teacher's permission, but they must be mature and ready for the rigor of high school-level classes. Priority for all classes is given to high school students.

Weather Policy

In the event of inclement weather, NCHS generally follows Loudoun County Public Schools for late arrivals to morning classes. A determination for afternoon classes will be made by NCHS teachers at least an hour and a half before the scheduled start time of these classes, so please be sure to check your emails for updates on whether or not they will take place. Since NCHS meets only once a week, every effort will be made to hold class, but the safety of students is paramount. If morning and/or afternoon classes must be canceled, teachers will email families with either links to virtual classes or notification of work the students can do at home.

Registration

Each winter, the NCHS Board of Directors meets to discuss the schedule for the following school year. We are blessed to have a stellar group of teachers and families. The course schedule and registration paperwork is available on our website in the spring, and acceptance into classes is on a first-come, first-serve basis, with current NCHS families receiving priority. There is a registration fee for each family which covers insurance, Virtus fees, and other incidentals. We also take up an annual collection during the school year to donate to the church in thanksgiving for hosting us, and we participate in occasional church-sponsored service projects to show our support. We are grateful to those who participate in these efforts, but they are not mandatory.

NCHS Website

Our website with the course schedule and descriptions, teacher bios, registration paperwork, and general information is located at www.novacatholichomeschool.com. Our email address is novacatholichomeschool@gmail.com.

NCHS Location

With sincere appreciation to both the pastor and staff, we are fortunate to be meeting again at:

Christ the Redeemer Catholic Church
46833 Harry Byrd Hwy
Sterling, VA 20164