



**Member Handbook  
2023-2024**

**Member Handbook**

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### Creekside Academy Leaning Cooperative

1921 Greenbrier Road, Florence, AL 35630

Website: [creeksideflorence.com](http://creeksideflorence.com)

Email: [mycreeksideacademy@gmail.com](mailto:mycreeksideacademy@gmail.com)

## Who We Are

The Creekside Academy Learning Co-op is an interdenominational group of Christian homeschooling families in the north Alabama area who have come together to assist one another in their home education efforts with cooperative classes led by parent volunteers. We also work together to provide supplemental activities, field trips, and opportunities for fellowship among parents and students. Classes and activities offered vary from year to year based on the needs and interests of the participating families.

*Classes meet each Tuesday from 9 A.M. until 2 P.M. at predetermined locations in the Shoals Area. Families with at least one child in kindergarten or above are welcome to apply.*

It is important to note that Creekside Academy is NOT a homeschool covering. We are only a learning cooperative. Members of the cooperative are registered with various legal homeschool coverings within Alabama.

Most importantly, we are unashamedly a Christian home education group made up of believers who seek to honor the Lord in our families and homeschooling.

## Statement of Faith

We believe that our foremost asset in our educational efforts is the Christian worldview (*Deuteronomy 4:6-9*), that God exists (*Romans 1:20*), has created man in His image (*Genesis 1:27*), and has made salvation possible (*John 3:16*) for sinful man (*Romans 3:23*) by faith in Jesus Christ alone (*Acts 4:12*).

### Deuteronomy 4:6-9

*Hear, O Israel: The Lord our God, the Lord is One. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.*

### Romans 1:20

*For His invisible attributes, namely, His eternal power and divine nature, have been clearly perceived, ever since the creation of the world, in the things that have been made.*

### Genesis 1:27

*So God created man in His own image, in the image of God He created Him; male and female He created them.*

### John 3:16

*For God so loved the world, that He gave His only Son, that whoever believes in Him should not perish but have eternal life.*

### Romans 3:23

*..for all have sinned and fall short of the glory of God*

### Acts 4:12

*And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved.*

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## **CALC Leadership Team**

All of the leaders at Creekside Academy are volunteers who home school their own children.

- Co-Administrator - Stephanie Miller
- Co-Administrator - Melissa Junkin
- Treasurer - Tracey Angel
- Administrative Assistant - Shae Lindsey
- Nursery/Preschool Coordinator - Lisa Terry
- Elementary School Coordinators:
  - Grades K-2 Coordinator - Lara Hannah
  - Grades 3-5 Coordinator - Christy Henson
- High School Coordinators:
  - Grades 6-8 Coordinator - Rachel Peoples
  - Grades 9-12 Coordinators:
    - Graduation - Beth Berryman & Shea Dabbs
    - Spring Formal - Erin Letson & Laura Moore
- Website Manager - Christy Henson
- Events Manager - Carol Scheele, Tara McMullan
- Facility Manager -
- Security Team - Hall Monitors/Outdoor Teachers

## How to Join Creekside Academy

### Step 1:

Read our Statement of Faith on page 4 of this handbook before requesting membership to be sure that this group is what you are looking for.

### Step 2:

Complete the following on [www.creeksideflorence.com](http://www.creeksideflorence.com)

- a) Request Membership – retain your username and password.  
You will need these if your family is accepted.
- b) Special Needs Form (if you have a child with special needs)

### Step 3:

You will be contacted a week before the family interview to confirm the appointment.

### Step 4:

Attend the interview as a family. This is what you might expect:

- a) It is a casual setting where you will meet some of the current co-op parents.
- b) This will only take about 30 minutes.
- c) Be prepared to ask and answer questions to see if this group is a good fit for your family.
- d) The interview will be conducted at Predetermined location.
- e) All members of your household must attend the interview if possible.

### Step 5:

Approval to join will be communicated to you within a week of the interview. Once you hear from us, pay your registration fee per the instructions on page 7-8.

### Step 6:

Register for classes. About a week after your registration fee is received, check the website for approval of membership. When you have been approved, you can register for classes. 😊

## **Fees-Tuition**

### Registration Fee

- 1 child - \$95 per family per year
- 2 children - \$100 per family per year
- 3 children - \$105 per family per year
- 4 children - \$110 per family per year
- 5 or more children - \$115 per family per year

**Co-op registration fees cover the cost of our website, janitorial services, use of facilities, special events, administrative fees, and other miscellaneous items that need to be purchased for co-op use (printing, vacuum cleaner, microwave, etc.)**

### Tuition Methods of Payment

Payments can be made by check or cash. Checks are to be made payable to Creekside Academy for Co-op Tuition. Cash or check paid in person must be in a labeled envelope with family name and Co-op Tuition. ALL cash payments must be given to Tracey Angel, Stephanie Miller, or Shae Lindsey. You may also mail a check to 1921 Greenbrier Road, Florence, AL 35630.

### Class Fees

Class fees vary depending on the class. Read the class descriptions to see the cost of each class and how to pay the teacher. **No teachers** at Creekside Academy Learning Cooperative **earn money**. Teaching positions are volunteer positions only. Class fees are used to cover the cost of supplies for the class. Payment of the class fees is paid directly to the head teacher. Please see the class description for the method of payment for each class. Class fees are due by April 9 and cannot be refunded after July 15.

### Registration for Current Families

Co-op tuition is due between January 1st and March 5th for current co-op families. Membership on the website is not approved until the co-op tuition is received and the membership profile is updated. **Co-op tuition is non-refundable.**

### Registration for New Families

Co-op tuition is due between March 13th and March 20th for new co-op families. Membership on the website is not approved until the family interview is complete and the co-op tuition is received.

**Co-op tuition is non-refundable.**

### Grandchildren/Foster Care/Nursery/Preschool Policy

Under special circumstances when grandchildren or foster care children are involved, the Academic Team will consider the families on a case-by-case basis.

### Special Events Policy

Any student/parent attending or involved in any special events must be a registered family with Creekside Cooperative for the current school year.

### Spring Formal Policy

Spring Formal participants must be 14 years of age, or older, at the time of Spring Formal. Spring formal fees are nonrefundable, and parents and students must sign a waiver before the event.

### Graduation

Any and all decisions on the graduation ceremony itself will be made at the graduation meetings. No changes will be made to the ceremony after the last graduation meeting. The junior class and parents will assist the senior class at the graduation ceremony and with clean-up. This will allow our juniors and families a final opportunity to serve the senior class and their families. This will also provide the juniors and parents with the chance to participate in and learn the graduation process.



## How to Register for Classes

Creekside Academy Learning Academy is unashamedly Christian in faith and practice. However, we are comprised of many different denominational traditions. For this reason, we encourage parents to carefully examine the class descriptions before registering your child for any classes. Be sure that the class is age-appropriate for your child. Click on the textbook links to gain better understanding of the material. And if you any questions, please do not hesitate to contact the teacher before you register. Once you have made your final decisions, follow the steps below.

1. Log-in to the Creekside Academy website
2. Click on “class registration” in the top left corner.
3. Click on the class title for which you want to register.
4. On the right-hand side of your screen, you should see a list of your enrolled family members. Click on the student(s) and/or parent(s) who plan to attend this class.
5. Click the word “register.” The individuals whose names you chose will be automatically registered for the class and the class fee will be added to your family account.

## **CALC Conduct Policies for Parents & Students**

Some policies and guidelines listed below may seem obvious to our co-op families, but we have found that it is always better to state the obvious than to leave anything to question.

### Dress Code

Dress should be appropriate and modest for all classes.

- No see-through clothing, skintight tops, tank tops, halters, midriff tops, plunging necklines, or mini skirts. No undergarments should be visible through other clothing.
- No clothing or jewelry with inappropriate or offensive words, pictures, or illegal acts.
- No “hoodies” are to be worn on the head during class.
- Hats may be worn on campus. Teachers may ask students to remove their hats in class for any reason. Please be respectful if you are asked to remove your hat.
- Length of skirts should be no more than 2 inches above the knee when seated.
- Shorts hemline should not be any shorter than mid-thigh around the complete leg - no cut-outs on the sides of the shorts.
- Holes in jeans should be no higher than mid-thigh.
- Leggings are allowed for students in Nursery or Preschool. Students in K-12 may only wear leggings under a dress-code appropriate skirt or dress.
- Always err on the side of modesty.

### Distractions

- Electronic devices, collector cards, and toys (except those being used for class purposes) are not permitted during class time.
- No cell phone use permitted in class including, but not limited to texting, internet surfing, talking on phone -

Please note distractions used in class will result in the teacher taking the items for the remainder of the class. If the problem continues long-term, the item will be taken and given to the child's parent or guardian.

### Classroom Behavior

- Arrive on time for each class. Extremely tardy (meaning more than 10 minutes late) students must go to study hall or wait with parents until the next class.
- Students should not talk when someone else is talking, especially the teacher. Be respectful of others.
- Students should never leave the room during class without teacher permission.
- Parent helpers should refrain from talking to one another during class. Electronic devices should not be in hand except at the request of the teacher.

## Relationships

- Because we are each created in God's image, everyone will be expected to treat others with respect. Whether it's student to student, parent to parent, or student to adult interaction, utmost respect is expected.
- Any forms of public displays of affection (PDA) are not acceptable at co-op or co-op sponsored events. If PDA is observed, please correct the action and tell a member of the Managerial Team immediately. Please remember that NO student is allowed ANYWHERE on campus without adult supervision.
- Conversations regarding dating or sexual activity of any kind should not take place at co-op or co-op sponsored events.
- The original leaders of Creekside Academy intended this co-op to be founded in God's Word. They also intended it to be a safe place for everyone. The current leaders seek those same objectives. Therefore, we believe that marriage is created by God to be a covenant between one man and one woman for a lifetime and that any expression of sexuality outside of that relationship is inconsistent with Biblical teaching. Classes such as Bible, Worldview, Biology, Psychology for Christians, and others may reflect this teaching.

## Sexual Conduct

Students are expected to uphold the Biblical view of sexual morality (1 Thessalonians 4:3-5). From the beginning God ordained marriage to be between one man and one woman. The administration does not believe the body was made for sexual immorality (1 Corinthians 6:13) and any type of sexual relationship outside of the marriage relationship is unacceptable to God (Hebrews 13:4). We want to encourage our students to be pure from immorality in their minds and body. Students who disrupt the school environment by promoting or practicing any promiscuous or immoral behavior are subject to disciplinary actions.

## CALC Academic Policies

### Attendance

Your attendance is crucial. You are required to attend no less than 75% of your classes per semester. This means **you may not miss more than 4 classes per semester**. The administrative team reserves the right to review your attendance records. You may be dismissed from CALC if you do not comply. Teachers, please keep attendance on your classroom dashboard on the website. This will be used for proper documentation when students miss class.

### Homework

Classes at Creekside Academy are taught by volunteers but they are taught in a manner that will allow high school students to receive credit if they complete the homework and class assignments. For this reason:

- Parents should make sure their children do the required homework during the week.
- During registration, check class descriptions to see what will be required. If you do not have time to oversee homework, do not register your child for the class.

### Supplies

Some classes will need specific supplies. This information can be found in the class descriptions. Generally speaking, each student should bring the following. Please be sure to label items with your child's name.

- Backpack or tote bag
- Pencils / Pens
- Paper or notebooks
- Markers or crayons
- Scissors
- Glue, Glue stick
- Eraser

### Medical Needs and Allergies

If your child has special medical needs or allergies, please complete this information on the website. Login to the Creekside Page go to Edit My Profile. Once there scroll to the child that has Medical Notes/Allergies and add all the information there. This automatically gives the information to all of your child's teachers.

## CALC Facility Policies

### Building/Grounds Use

**It is a blessing to be able to use Sheffield Methodist Church facilities. We want to show appreciation for that blessing by setting up for and cleaning up after ourselves.**

- Please arrive by 8:45 a.m. to help with classroom set up.
- **Please respect all church property, buildings, and grounds.**
- **No students allowed on any electronic equipment at the church. This includes but is not limited to the overhead projectors, gaming equipment, tv's, etc.**
- **ALL students must be supervised INSIDE and OUTSIDE the buildings at ALL TIMES!**
- **All areas with posted signs that say "STOP Creekside Off Limits" are to be avoided at all times.**
- Please do not bring skateboards, scooters or skates to co-op.
- No pets allowed.
- **No running or rough play in the building.**
- Please properly dispose of trash and drink bottles.
- Make sure to carry all school supplies, lunch bags, and personal items home.

### Creekside Lost and Found

The Creekside "Lost and Found" is in our Creekside Cleaning Closet on the 3<sup>rd</sup> Floor. Due to lack of storage any items left after the end of the year Park Day will be donated.

### Lunchtime

- **Preschool-Grade 2 parents/high school sibling must pick up their children for lunch in the classroom. Students will not be dismissed without a parent/high school sibling.**
- **Lunchtime is ONLY to be OUTSIDE or in the FELLOWSHIP HALL.**
- Clean up any crumbs and garbage wherever you eat.
- **Parents must help supervise students during lunchtime.**
- **There must be an adult present EVERYWHERE ANY student is located.**

### Cleaning Responsibilities

The facility manager will assign each family times to stay after and clean each semester. When it is your families turn to clean, please follow the instructions provided for cleaning each classroom, hallways and bathrooms. If you can not stay to clean on your designated dates, please find a replacement and let the facility manager know. It is the parents name on the cleaning schedule, so ALL parents are required to clean with their students. If the parent can not be there, then the “mom” on campus needs to clean with the students that they are responsible for while the parent is gone. If you are coming back on campus to clean, we ask that you return by 1:50. There is a \$50 PER instance fee when your cleaning day has not been covered. You are responsible for making sure your cleaning days are covered and that you actually clean. This fee must be paid before class registration for the new school year or graduation this fee is given to the family that covered for you. Please keep in mind that when you do not complete your cleaning responsibilities someone else must finish them for you before they can go home.

## Creekside Weather and Safety Policies

### Weather

In the event of dangerous weather, Creekside Academy follows the Lauderdale County Schools/Sheffield City Schools decision of whether to cancel classes. If the news lists LCS/Sheffield City Schools as being closed for inclement weather on a Tuesday, then CALC is also closed. If you do not feel the weather is safe, feel free to keep your family at home, but make sure to get subs for your classes.

### Fire

In the case of a fire, teachers will get the children in their classroom to safety. Please trust your child's teacher and DO NOT enter any building when the fire alarm is sounding. The official meeting place is the back parking lot.

### Tornado

In the event of a tornado warning, teachers will get the children to the basement for safety. Please trust your child's teacher to do this. The official "safe place" is the Fellowship Hall in Basement.

### Intruder

RUN to nearest exit. If you cannot get out - HIDE in a room and lock or barricade the door. Turn off lights and remain quiet. As a last resort SWARM, the intruder.

**Students should remain with their teacher during any of the events above.**



## CALC Discipline Policies

In the Creekside family, the students belong to all of us so we encourage adults to intervene as necessary should they witness inappropriate behavior. However, because you know what punishments and rewards work best for your child(ren), matters of discipline will be referred to the parents. No corporal punishment will be used at any time by teachers or administrators of Creekside.

If a particular issue should continue to arise after it has been addressed by an adult (parent, teacher, or administrator), a meeting with the parents may be scheduled to determine how to best address the problem. In some cases, a period of probation may be warranted.

On rare occasion, the following issues may present grounds for dismissal at the discretion of the administration.

- Continued problems during a probationary period
- Physical violence
- Illegal drug, alcohol, or tobacco use
- Student engaging in any form of sexual immorality
- Use of obscene manifestations-verbal, written, or gestured
- Internet statements or images that encourage the violation of law or school rules including negative Social Media post on ANY platform towards Creekside members or Sheffield Methodist Church facility/members and/or groups.
- Bullying of any kind will not be tolerated. The definition of bullying is repetitive, intentional hurting of one person or group by another person or group. Physical, verbal or psychological bullying face-to-face or online will not be tolerated.
- Any other offense that the administration may deem to fall within the category of “grounds for dismissal.”

## CALC Academic Teams/Clubs Policies

Creekside Academy is proud to offer several different clubs. Parents who would like to sponsor a club for our students are invited to do so according to the following guidelines:

- Policies in this co-op handbook apply to all clubs, but clubs may have other rules that apply. All additional rules need to be approved by the Academic Leadership Team.
- All clubs that carry the school's name will operate under the leadership of Creekside Academy Learning Cooperative
- Each club will manage their own financial account and have its own treasurer. However, each club will submit to the academy treasurer a detailed financial statement including all deposits and expenditures monthly. CALA is required to submit monthly bank statements and copies of receipts with our tax information in order to keep our 501c3 status.
- Members of all clubs should also be members of Creekside Academy Learning Cooperative.
- Age level of participants for each team/club is determined by the specific club guidelines.
- Student expectation and Parent participation is determined by the specific club/team guidelines. Please discuss this information with the club sponsor.
- Creekside's administrative team requires that any fundraising done off campus for the club must have an adult present for safety reasons.
- If any one is sick in the home with a contagious illness all members of the family should also refrain from attending club events or practices.

## CALC Parent/Teacher Participation

### Parent Responsibilities

Creekside Academy operates solely on **volunteer power**. Therefore, it is vital that every member serve in some capacity for 50%-75% of the time your student is involved. For example, if your child attends co-op for four class periods, you should help during at least two-three of those hours. If your child attends co-op for two class periods, you should help during at least one-two of those hours. Parents will be given an opportunity to sign up for particular assignments (nursery, hall monitor, Christmas Party, etc.) during the required Parent/Teacher Meeting at the end of the summer. Nursery/Preschool is for Teacher's students only. If you are not a primary/helper teacher in a class, your baby/preschooler will need to be accompanied by a parent and/or you.

At least one parent-figure from each family is required to be on campus during classes/activities. If mom can't come, send dad, a grandparent, or even an adult sibling (doing so will require this parent-figure to take your place for your hours obligations also). If you need to leave the campus briefly for any reason during the day, it is important that you notify the child's teacher and place your child in the care of another adult. Even if you live in walking distance of Creekside, All students Must be accompanied by a parent.

The Sheffield Methodist Church campus is a busy place, and it is not uncommon for non-Creekside individuals to walk in the facility. For this reason, we have hall monitors and name badges. Parents will be provided with a name badge at the beginning of the school year. We ask that you wear these to all school days/functions. By doing this, we can learn each other's names, and our children can easily identify co-op adults.

If ANYONE is sick with any contagious illness, including but not limited to stomach bug, flu, fever viruses, strep, covid, lice and or parasites. We ask that all members of the family stay home. If you have questions about any illness, please call any member of the M Team or proceed with caution. Please remember the fever rule: fever free (without medicine) for 24 hours to prevent the spread of illness.

## Teacher Responsibilities

What a blessing we have in home schooling, but sometimes we need a little assistance. Each of the teachers at Creekside has chosen to teach the class they are leading. Some of them have expertise in that area, others have a passion for that hobby, and still others simply want to share what they are teaching at home. There is no educational, business, or otherwise “official” requirement placed on our parents who volunteer to teach. However, by offering to teach, these parents take on some greater responsibilities than our other parents.

- Each teacher must manage the class fees for her class using the money for classroom use only.
- If a teacher has to quit teaching during the year (due to illness, relocation, etc.) the money envelope with remaining balance and receipts must be passed to the parent who takes over the class.
- Teachers should dismiss class at 5 minutes before the hour to allow time for students to go to the next class and for you to tidy up.
- Teachers should communicate to their parent helpers what is expected of them and how they can best be of assistance during class.
- If a teacher must miss class for any reason, he/she should contact a substitute from among the class helpers. If this is impossible for some reason, he/she should contact the appropriate grade level coordinator. Please do not contact the academy administrators if you need a sub.
- Because we are such a theologically diverse group, we ask our teachers to refrain, as much as possible, from teaching personal bias on “hot topics” such as homosexuality, transgenderism, sanctity of life, evolution, etc. We encourage parents to communicate with teachers regarding any issues of concern.
- Please take a few minutes at the end of EACH class to pick up and straighten up before leaving the classroom.
- Last hour or 4<sup>th</sup> hour teachers are responsible for overseeing that the classroom is picked up and trash is taken to the dumpster outside. The cleaning crew is only responsible for tables and floors in the classrooms not putting things away.
- Nursery and Preschool Hall please be sure to take all dirty diapers to the dumpster immediately.

## Parent Contract

(The following contract must be agreed to prior to an applicant family being interviewed for membership.)

### **I have read and agree to abide by the rules and policies of Creekside Academy Learning Cooperative.**

I understand that Creekside Academy Learning Cooperative classes are supplemental to what is being taught in the home and are meant for enrichment purposes only. As the parent, I also realize that these classes will not complete any curriculum, only enhance them. The instructors do not teach the entire subject matter, but are only enriching and assisting my instruction at home.

I understand that Creekside Academy Learning Cooperative does not keep permanent records or assign grades.

I understand that Creekside Academy Learning Cooperative does not give credit towards high school graduation requirements. Parents may use class time toward fulfilling some requirements in a given subject, according to their own discretion.

I understand that Creekside Academy Learning Cooperative does not give legal protection or legal assistance. Also, it is not obligated to testify regarding my home school's validity, authenticity, or effectiveness to legal authorities or in court.

I agree that my children will strive to regularly attend all classes for which I have registered them. They will arrive on time, fully participate in the class by completing any homework assignments and engage with other students and the instructor during class time.

I understand and agree that I must remain on the premises the entire time and be responsible for my children regardless of their ages whenever they are participating in co-op.

I understand and agree that Creekside Academy Learning Cooperative administration team, teachers and/or Sheffield Methodist Church will at no time be responsible for mishaps, injuries, or accidents that may occur during the year at co-op classes, field trips, or activities at any location.

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Signature

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Print Name

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Date