

NORTHSHORE CHRISTIAN ACADEMY

K-5 Homeschool Hybrid Program

Parent Handbook

2026–2027 | Pilot Year

Northshore Christian Academy partners with families to provide a superior Christian education, developing spiritual, academic, and personal excellence in a Christ-centered environment.

Questions? Contact your Advisor or Janet Christy, Homeschool Hybrid Program Director

Note: The 2026-2027 school year is the pilot year for this program. We are building it carefully and thoughtfully, and your experience and feedback will shape how it grows. Thank you for partnering with us to create this exciting new program!

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01 Welcome to the Homeschool Hybrid Program at NCA

Thank you for choosing the Northshore Christian Academy Hybrid Program for your student's elementary school journey. God's Word gives parents a clear mandate to educate their children in the discipline and instructions of the Lord (Ephesians 6:4). Parents are entrusted by the Lord to show their children how to uphold Godly values in a fallen world, accordingly, how to love, honor, and glorify Him. Parents must decide how to carry out this mandate, and school choice is an intentional part of that decision. Some families have chosen our five-day Private School program, but we recognize that a traditional in-person, five-day/week school program does not fit every family. The NCA Hybrid Homeschool Program exists to partner with families for a biblically immersive educational experience, centered at the home, yet supported by NCA's commitment to spiritual and academic excellence.

Over the past year, we have learned from a lot of homeschool and traditional school families who share common desires for their children's education. There is a desire for more flexibility, time with their family, a pace that works for them and their students, and the opportunity to dig deeper with certain topics and interests. There is also a desire for an authentic community for their children and the peace of mind that comes with a report card from an accredited school. The NCA Homeschool Hybrid Program is designed to walk alongside your family and to support you in your dedication to home schooling.

This handbook walks you through everything: Washington State requirements for private schools with an extension program, what your advisor does, how to get started, what tools you will use, how grading and report cards work, and how to stay on track. **Read through it before your first advisor meeting and keep it handy throughout the year.**

This handbook may be revised at any time at the School's sole discretion.

02 Washington State Requirements of Private and Home Schools

Welcome to Our Extension (Homeschool Hybrid) Program!

At Northshore Christian Academy, we believe that parents are a child's first and most important teacher. Our Extension Program is designed specifically to support homeschooling families by offering a truly educational partnership.

Think of this program as the "best of both worlds." You retain the freedom, flexibility, and day-to-day joy of teaching your child at home, while our school steps in to provide the community, academic resources, and administrative backing of an established, accredited private school.

How It Works: The Roles We Share

To make this partnership successful, we divide responsibilities in a way that protects your flexibility while ensuring your child has everything they need to thrive:

- **Your Role (The Home Educator):** You remain the primary instructor. You manage your daily schedule, teach the core lessons, and guide your child through their coursework at a pace that fits your family's lifestyle. (Documented course work does need to fall within the Northshore Christian Academy academic year calendar.)
- **Our Role (The Campus Support):** We act as your educational consultants and supervisors. Under Washington State law ([RCW 28A.195.010](#)), enrolling in our extension program means your homeschool operates under our approved private school umbrella. We provide official transcripts/report cards, curriculum guidance, and standardized testing options.

A Note on Legal Compliance: Because your child is enrolled in our approved private school extension program, you do not need to file a yearly Declaration of Intent to Homeschool with your local school district.

Program Benefits & Opportunities

As part of the Northshore Christian Academy family, your student isn't just learning at home—they are part of our campus community. Extension students enjoy access to:

- **A Weekly Enrichment Day:** A day on campus with enrichment activities for literacy and STEAM areas. This on-campus day will also feature specialist classes such as PE and music, and the opportunity to check out books from our school library. A special focus will be given to community and peer-related opportunities.
- **Extracurricular Activities:** Students enrolled in our extension program will have the opportunity to participate in after school activities such as Lions' Club classes, sports camps, and Cheer.
- **Social & Community Events:** Access to assemblies and whole-school events.

Washington State and NCA Requirements

Washington State requires:

- A minimum of 1,000 instructional hours for students enrolled in grades one through twelve, and at least 450 hours for students enrolled in kindergarten.
- Under an approved extension program, the parent must be under the supervision of a certificated employee of the approved private school

- Private school curriculum (including the extension program) must include instruction of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music.

Northshore Christian Academy, as an accredited ACSI school, requires:

- Instruction in Bible curriculum
- MAP Growth and DIBELS testing (fall/spring)

03 Your Advisor

Your advisor is your main connection to NCA. They know your student, they track the plan, and they are the person to call first when you have a question or hit a snag. The advising oversight is included in the tuition.

What Your Advisor Does

- **Curriculum guidance:** Helps you choose from NCA-approved and recommended curricula for each subject. *For the pilot year, we understand you may have already purchased your curriculum for 2026-27. Therefore, all curriculum for 2026-27 will be approved, however, if you still need curriculum suggestions, please see the NCA recommended curriculum list.*
- **Annual course planning:** Sits down with you each year, before school begins, to map out all subjects.
- **Grade book setup:** Gets your shared grade book up and running at the start of each year and explains what is expected.
- **Regular check-ins:** Meets with you and your student weekly for 30-60 minutes to review progress and field questions. Please note, these meetings are mandatory to ensure your student is set up for success throughout the year. State law for an approved private school extension program requires a minimum average each month of one contact hour per week. Your child's advisor may ask to see your child's learning portfolio or certain pieces as evidence of learning.
- **Official records:** Keeps a separate official grade document that is distinct from your shared grade book and is what feeds the official NCA report card/transcript.
- **Report cards:** Completes the official NCA report card at the end of each semester. Report cards are issued from the school registrar.
- **Tutor connections:** Links families with tutors through NCA's Thrive program when extra help is needed. (Thrive Tutoring requires an additional fee.)

What Your Advisor Does Not Do

Your advisor is not a teacher for your at-home courses. They are a guide and accountability partner. The teaching at home is yours. When a subject gets too difficult to handle on your own, your advisor can connect you with the Thrive Tutoring Program for extra support, but you are accountable for the day-to-day instruction and grading.

04 Getting Started

Before the school year begins, you will have two meetings with your advisor. These meetings get everything in place for a smooth start to the school year.

Beginning of Year Planning Meeting

When: Early August

This is when you and your advisor build the plan for the year. Come ready to talk about your student's learning history, what you feel confident about teaching at home, and where you might want extra support.

What you will cover:

1. Review and choose NCA-approved curriculum for all required subject areas.
2. Identify what materials you still need to buy: student texts, teacher guides, answer keys.
3. Walk through the on-campus schedule for Wednesdays.
4. Confirm your student's grade level and discuss any placement questions (if applicable).

Setup Meeting

When: Mid-Late August

This meeting is about getting your systems ready so the year can start well.

What you will cover:

5. Set up your shared grade book using the NCA template for grading categories and grading weights for each subject (for example, daily work 40% / tests 60%).
6. Fill in/review the Weekly Calendar Template.
7. Break each subject into quarterly pacing chunks.
8. Go over documentation requirements for fine arts, health/PE, occupational education, etc.
9. Discuss and set up the weekly meeting schedule. A minimum of 1 meeting per month needs to be in-person, on campus. Other weekly meetings may be held virtual.

05 Ongoing Advisor Meetings

Advisor meetings continue throughout the year on a regular schedule. They are mandatory and key to student success.

Meeting Type	Timing	Purpose
Beginning of Year Planning Meeting	Early August	Curriculum selection, annual course calendar, introduction to tools and expectations
Setup Meeting	Mid/Late August	Grade book setup, quarterly pacing plan, review of documentation requirements
Parent/Student/Advisor Check-In	Weekly (In-person/Virtual)	Review weekly schedule and grade book, review work samples or portfolio, discuss questions or challenges
Quarterly Review	Mid-Semester & Semester	Official grade submission, progress toward goals, adjust plan as needed
Annual Planning	May - June	Curriculum review and selection for next year, report card review

What Happens at the Regular Check-Ins

Parent/Student/Advisor Check-Ins

Parent/advisor check-ins may be conducted in person or virtually, as agreed by you and your advisor. A minimum of one meeting per month is required to be held in-person on campus. Check-ins are not paperwork sessions. Come with your weekly schedule pulled up and your grade book open. Your advisor will go through the week with you, look at grades, note anything that needs attention, and talk through what is coming up. If your student has been struggling with a topic, this is the time to surface it.

Your advisor will also check in on coursework and academics, and how school is going in general to ensure the full team knows how to best support your student. At times, your advisor will request to see course work, portfolio samples, or other pieces of learning evidence.

06 On-Campus Schedule

Your student is on campus every Wednesday for enrichment activities and to connect socially with peers. Below is a sample schedule*.

Time	K-2 Class	3-5 Class
9:00 – 10:00	Parent community: Parents are invited to stay for a little while and connect with one another in the lobby. We will also schedule quarterly sessions to gain feedback about the hybrid pilot program to help shape future offerings.	
9:00 – 10:30	Literacy Chapel	PE or Art Literacy
10:30 – 11:45	Music PE Library	STEAM Library
11:50 – 12:20	Lunch & Recess	
12:20 – 1:00	STEAM	Music
1:00 – 2:00	Advisory (By scheduled appointments)	

*Subject to change.

07 NCA Approved Curriculum List

NCA has compiled a list of approved curriculum publishers. This list comes from proven home-schooling family satisfaction as well as research driven. For the pilot year, we realize families may already be using a certain curriculum, and we want to work with that. Please let your advisor know if you have a curriculum preference that is not listed below.

Subject Area	Name/Publisher
English Language Arts	<u>Full ELA Curriculum</u> Logic of English
	<u>Reading/Writing/Vocabulary</u> Jr. Great Books BJU Press Wordly Wise (Vocabulary)
	<u>Phonics/Spelling/Printing</u> All About Reading Explode the Code Abeka
	<u>Grammar/Writing</u> IEW - Structure and Style (Gr. 3-5) Fix It Grammar (Gr. 3-5) BJU English
	Lexia Core 5(K-5) - Intervention supplement for foundational skills
Math	Saxon Math-U-See Singapore Math Abeka
Science	Apologia Abeka
Social Studies	Notgrass History (1-5; Christian) Mystery of History (K-8; Christian) Abeka BJU Press Heritage Studies
Bible	Apologia Answers Bible Curriculum Rooted Family Bible Curriculum The Peaceful Press

Bible Quest (Old & New Testament)
Abeka

Abeka

Electives

OSPI Online Learning Course Catalog

<https://ospi.k12.wa.us/student-success/learning-alternatives/online-learning/online-learning-students-families/online-learning-course-catalog>

Private music lessons

08 Grading

Grading is shared work. You are responsible for grading and recording your student's at-home assignments. Your advisor keeps the official record that goes on the report card. Both pieces need to be accurate and current.

How Grades Work

- **Your shared grade book:** You and your advisor maintain a running record of your student's grades in the shared Google Sheet grade book template. You both update it regularly and review it at every Parent/Advisor Check-In. It is very important to keep the grade book current.
- **Your advisor's official grade document:** Your advisor keeps a separate grade record. This is the official document of record that feeds the NCA report card. It is fed by your shared grade book, but it is not the same document, and it is managed by your advisor.
- **Report cards:** NCA issues official report cards at the end of each semester based on your advisor's official grade document. Progress reports will be issued at mid-semester.

Grade Weighting

At your Setup Meeting, you and your advisor will discuss how grades are weighted in each subject. This will be predetermined by NCA for consistency as well as to match how grades feed into the report card.

Documentation for Specific Courses

A few areas require documentation beyond just a grade. Your advisor will walk you through each of these at your Setup Meeting.

- **Fine Arts:** You will need to track hours of instruction and participation. If applicable, NCA's on-campus arts activities count toward this.
- **Fitness/PE:** Physical activity logs or participation records are required. Your advisor will provide forms. If applicable, NCA's on-campus arts activities count toward this.
- **Occupational Education**

09 Shared Tools

NCA provides a set of shared tools to keep you organized and give your advisor what they need to stay connected to your student’s progress. Your advisor will share these at your Setup Meeting.

Tool	What It Is	Who Manages It
Weekly Calendar Template	A Google Sheet mapping the full school week. You fill in your at-home schedule for courses.	Shared between parent and advisor
Grade Book Template	A Google Sheet for tracking grades by subject, assignment type, and semester.	Shared between parent and advisor
Official Grade Document	Your advisor’s separate record of official grades that feeds the NCA report card. Not the same as your shared grade book.	Advisor only (not shared with parent for editing)
Running Topics Lists	A shared log of topics by area (e.g. math, science), gaps identified, areas of focus, etc. Parents, students*, and advisors can contribute; advisor reviews at check-ins. Advisors use this information to identify trends and troubleshoot issues that are surfacing.	Shared between parent, student*, and advisor *Depending on grade level.

If you ever lose access to a template or need a fresh copy, just ask your advisor.

10 Tuition and Fees

The *ENROLLMENT FINANCIAL TERMS AND CONDITIONS CONTRACT POLICY* applies to the Hybrid Homeschool Pilot Program. At this time, we are not offering any tuition assistance or discounts, including pastor, multi-sibling, or referrals, for the Homeschool Hybrid program.

Fee Information

New Student Application Fee	\$150 due at time of submitting application
New Family Campus Fee	\$250 per new family due at time of enrollment
Continuous Enrollment Fee	\$200 due by March 1st for current students or at time of enrollment for new students

**Subject to change*

Tuition Information

	Monthly (10 months)	Bi-Annual July & January	Annual July
Elementary Hybrid	\$246	\$1,230	\$2,460

**Subject to change*

11 Frequently Asked Questions

What if we want to use curriculum that is not on the list?

Talk to your advisor. There is some flexibility in certain subjects, and the list is not meant to be a hard wall. The point of the approved list is quality and consistency, not restriction. If there is a good reason to use something different, that conversation is worth having.

Do I need to have a teaching background?

No. Most families in this program are parents without formal teaching credentials, and that is completely fine. NCA provides curriculum guidance, advisor support and supervision by a certificated person, and Thrive tutoring connections to fill the gaps.

Does my child need to wear the NCA uniform?

Yes. Wearing the NCA uniform helps our hybrid students feel confident on campus and part of the Lions community. Visit our school webpage to see more information about our uniforms and where you can purchase Lions apparel items - <https://nca.school/campus-life/student-life/school-uniforms> .

What if my student is struggling in a subject?

Tell your advisor as soon as you see a pattern, not at the end of the quarter. The earlier you flag it, the more options you have. Your advisor can help adjust pacing, connect you to the Thrive Tutoring program, or suggest a different approach.

Can my student join other NCA programs?

Yes. Some options include Lions' Club, sports camps, Cheer, and robotics teams. You will receive school-wide newsletters (The Need to Know and All School News) which will include information about how to get involved. (Fees will apply.)

What if we need to miss an on-campus day?

In general, on-campus days are required. If your family has to miss a Wednesday due to illness, a family emergency, or planned travel, let your advisor, Hybrid Teacher, or the Homeschool Hybrid Director know as soon as possible. We also appreciate the desire of families to travel with their students, so please work with your advisor as far in advance as possible to plan around family trips.

Who do I contact with questions?

Your advisor handles most things. For program-level or administrative questions, reach out to Janet Christy, Homeschool Hybrid Program Director, at jchristy@nca.school.

We are glad you are part of the NCA family. Let's build something great together.