



Homeschool Family Handbook

Level 1 K-12 Record Keeping

Level 2 Integrated Homeschool including "Wednesday School" on Campus for K-6

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SCHOOL INFORMATION

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INTRODUCTION

“Raising History Makers and World Changers for the Glory of God”

CCSH is a ministry of Crossroads Christian Church and a program of Crossroads Christian Schools in Corona California. CCSH offers services for private, Christian homeschooling families, combining the blessings of home education and the benefits of campus education. We follow the Crossroads model for being passionately committed to Christ, His Cause and His Community.

Christ: Leading children to a saving knowledge of Jesus Christ through Christ-centered programs specifically designed for home schooling families.

Cause: Partnership with parents in their home education journey by providing mentorship and accountability in curriculum, record keeping, planning and home school management.

Community: Regularly scheduled activities, events, and small groups build community.

PARENT RESPONSIBILITIES

CCS Homeschool parents are responsible for daily instruction in all core subjects at home for a minimum of 3 hours each school day. While CCSH provides support for parents, the consistent supervision of homeschool students during school hours is the parent's responsibility.

The completion of accurate records for attendance, lesson plans, and progress reports are the parent's responsibility as well. Records/reports must be delivered to the school, either physically or electronically, following the last day of each quarter. Late submissions of records or reports will be subject to fees. (See Financial Responsibilities.)

CCSH provides printable, online forms for your use on our website. Parents may download these forms and fill them out electronically, or print them and submit an original copy, handwritten in ink. No other forms will be accepted. We recommend keeping an additional back up copy of all records at home. CCSH does not provide photocopies of records.

COMPLYING WITH THE LAW

According to California's Education Code 48200, "*each person between the ages of 6 and 18 years*" is "*subject to compulsory full-time education.*" While full-time **public** education is the intent of the law, there are exemptions. A private homeschool satellite program (PSP) like CCSH qualifies for exemption by filing a private school affidavit on behalf of all students with the Superintendent of Public Instruction. It is imperative that parents cooperate with CCSH in order to fully comply with the law in regard to their children's education.

NO OUT-OF-STATE SCHOOLING

Crossroads is not a distance-learning program. Our homeschool program must comply with the educational code of the State of California. Families living in another state/country should seek a homeschool program that understands and adheres to the educational laws of that state/country.

VACCINATIONS

The state of California passed SB277 in 2015, removing the personal beliefs exemption for families choosing to omit one or more vaccinations for their school-aged children. However, private homeschools were excluded from the new law. Families enrolled in CCS Homeschool are considered participants in a private homeschool and not required to complete all state required vaccinations.

HOMESCHOOL ADVOCATES

Lawmakers and public officials do not always understand or approve of homeschooling. Families that choose home education should be aware of their rights. CCHS highly recommends membership in one of the following organizations that offer support to Christian homeschooling families:

The Home School Legal Defense Association (**HSLDA**) is a "*nonprofit advocacy organization established to defend and advance the constitutional right of parents to direct the education of their children and to protect family freedoms.*" They offer legal assistance to homeschooling parents and keep members updated on current legislation. Apply online at <http://www.hsllda.org>.

The Christian Home Educators Association of California (**CHEA**) is "*a non-profit ministry established in 1982 to provide information, support, and training to the home education community throughout the state.*" CHEA helps homeschool families connect in their local areas. The annual CHEA Convention in California provides workshops, networking, hands-on exhibits and curriculum shopping. CHEA offers membership to parents at <http://www.cheaofca.org>.

DAYS REQUIRED

CCSH requires students to participate in a minimum of 175 educational school days per academic year. Field trips, Wednesday School, and other classes **all count** toward educational hours/days.

CCSH follows the same academic dates as our sister schools, typically beginning the third week of August and ending the fourth week of May. Homeschool families are welcome to make their own schedules, as long as they complete the minimum number of educational days for the year. Please notify the administrator of your planned start and end dates if they differ greatly from Crossroads' traditional schedule.

OPERATING YOUR CLASS AT HOME

KEEPING STUDENT ATTENDANCE

According to Educational Code 48222, CCSH is held responsible by law to keep a current record of attendance for each student. Administration is required to visually inspect attendance records each quarter. Parents are required to submit a final year-end attendance report showing 175+ completed school days by June of each academic year. Late submissions are subject to fees.

Keep in mind that a legitimate school day will consist of a minimum of 3 hours of educational activities, lessons, classes, or field trips that are recorded on your lesson plans. A day that does not meet this criteria should not be counted as a school day in your attendance. If your child is ill, or if you are on vacation, do not count it as a school day unless it meets this criteria.

PLANNING

Lesson plans are not only necessary for planning your school year, but they serve as excellent documentation for your child's education. Submission of quarterly lesson plans are required, covering the quarter that students have just completed. Our lesson plan forms summarize plans by week. Using unit titles, as well as chapter and/or lesson numbers, makes for concise plans.

GRADING

CCSH requires quarterly progress reports for students. Parents are responsible for keeping accurate grades in each subject. Grades K-2 use the O/S/N scale. Grades 3-8 use letter grades. Grades 9-12 require letter grades and percentages to compute grade point average (GPA). CCSH will compile grades collected for each student and create an official report card to be mailed to you following the end of the school year. A transcript will also be created for middle school and high school students. It is recommended that you keep copies sent to you on file. An official copy will also be placed in your student's cumulative file in our offices.

SAMPLES

CCHS does not require or collect samples from homeschool families. It is recommended that families keep samples at home for each year of homeschooling. Saving one sample per month, per subject, per student is sufficient.

TESTING

Evaluating your student's progress and comprehension of educational material presented to him/her is very important. Methods of testing may vary: oral/verbal examination, multiple choice written test, essay, discussion, etc.

Standardized testing is currently optional and available on campus, annually, for grades 2nd and up. Not all grade levels are offered every year. The various options of testing will be published, explained and coordinated as available. Costs will vary. Policies subject to change.

STUDENT FILES

CCSH is required by law to keep your child's permanent, or cumulative file as long as you are schooling with us. If you are transferring to CCSH from another school, we will request your child's file from the previous school, with your permission. Cumulative files contain all of your child's official school records: attendance, progress reports, report cards, curriculum records, academic logs, etc. All documents are kept confidential. They are only viewed by administration.

CURRICULUM

Subjects to be taught are state-mandated. According to Education Code 51210, grades 1-6 must include the following areas of study: *English, math, social science, science, visual/performing arts, health, and physical education*. Each area must be addressed every year of elementary school. Since Kindergarten is neither required nor legislated by law (yet), there are no specific requirements for study. CCSH recommends including the above areas of study.

Education Code 51220 states that grades 7-12 must include the following areas of study: *English, social science, foreign language, physical education, science, math, visual & performing arts, applied arts, career technical education and driver education (amended later as optional)*. Also required are *health/safety/drug awareness (51202), parenting/life skills (51220.5)*. Required credits vary according to subject and grade level. Not all subjects listed above require a course of their own. Some areas of study can be covered within others. See high school graduation requirements on next page.

In addition to the subjects above, Crossroads requires **Bible** as an area of study for all grades. State law permits schools to require "*other studies that may be prescribed by the governing board*".

The purchase of curriculum for students is the family's responsibility. Curriculum for each subject mandated by the law will be required. Each student's curriculum is to be recorded on the Annual Curriculum Record and is subject to verification by the homeschool administrator at the beginning of the school year. Due to the multitude of curriculum choices available, choosing can be difficult. CCSH gladly offers curriculum counseling by appointment at no cost.

PARENT MEETINGS

CCSH requires parents to attend one parent meeting for all Level 1 and 2 families. This annual mandatory meeting is our "Back To School" meeting where families will review homeschool guidelines, ask questions, and learn more about opportunities in the year ahead.

In addition, all families will meet individually with the administrator each quarter. This is a time to turn in and review attendance records, lesson plans, and progress reports. It is also a time to ask questions, discuss challenges and possible solutions, as well as share prayer requests.

It is not uncommon for homeschooling parents to struggle with frustration and discouragement. CCSH offers optional participation in small group meetings for support and encouragement. Information on small groups will be made available at the beginning of the school year.

COMMUNICATION

The main method of communication between CCSH and parents will be email, which allows for both administrator and parents to read and respond as their schedules allow. Please check your email regularly, as you will receive school updates, field trip and event information, legal and newsworthy homeschool information, and reminders for paperwork submission dates.

CCSH parents are provided with the administrator's cell phone number. Please use discretion with this personal information. The administrator will return phone calls within 24 hours during the school week. Please anticipate a longer response time during holidays/weekends.

FINANCIAL RESPONSIBILITIES

REGISTRATION

Open registration for new members will always be during the Spring & Summer months each year. Registration fees are non-refundable after 24 hours from submission and there will be no proration of fees for late registrants or early withdrawals. Multi-child discounts are available.

TUITION

Tuition can be paid in full, or in monthly payments through FACTS third-party billing system.

LATE FEES

Failure to submit your quarterly records and paperwork during the designated dates, will result in late fees of \$20.00 per week, per student.

OTHER FEES

Participation is optional and separate fees may be required for Yearbooks, ID Cards, School Portraits, Sports Programs, Field Trips, Classes, Activities and Events.

SCHOOL OFFICES

You are welcome to call or stop by during CCS Homeschool office hours. Once the school year begins, office hours are usually 8:00 - 2:30 each Wednesday.

The Crossroads Elementary School office is open from 6am – 6pm, Monday – Friday. You may stop by there anytime to submit paperwork. Be sure it is clearly labeled so that it is directed to the homeschool administrator.

SCHOOL IDENTITY ITEMS

School items such as t-shirts, school portraits, student ID cards and a yearbook add to the spirit and enthusiasm of our school. Watch your email for availability of each of these.

Level 2 Wednesday School students are required to wear a uniform on campus. Uniforms consist of a white, red, or blue polo shirt with school logo embroidery, and either navy blue or khaki bottoms. Uniforms can be purchased at www.ccsapparel.com.

BEHAVIOR AND SUPERVISION

Homeschooling is often under the scrutiny of others, and our behavior should be above reproach. Parents and students should conduct themselves in a Christ-like manner during all events, activities, classes, field trips and meetings. Parent supervision is required at all school functions unless otherwise noted.

FIELD TRIPS/SPORTS/ACTIVITIES

CCSH offers various field trip options throughout the year and families are encouraged, but not required to attend. Field trips may be free or involve a fee. These field trips are geared to meet the general needs of home school families. If payment is required in advance, families will be notified of dates and details. NO field trip refunds are given under any circumstances. If you wish to plan a field trip and you want to invite others to participate, please let us know privately first and we will be happy to publicize your trip.

Crossroads Elementary School K-5th Intramural Sports Clinics are open to our K-5th grade home schooling families to participate. Fees average \$75 per clinic. Sport clinic sessions are offered seasonally. Information can be obtained in the elementary school office. All clinics are led by Crossroads staff and hosted on the Crossroads sports field.

Crossroads Middle School sports (grades 6-8) are open all students, at an additional fee. Students are subject to try-outs with our traditional school students. Crossroads Middle School dances and campus events are open to all students as well.

Homeschool students are also eligible to participate in Crossroads' afterschool activities and classes. Afterschool programs such as art club, chess club, STEM classes, etc. are offered in four sessions a year for an additional fee.

If you are a CCSH parent who would be interested in forming a specific group for sports, music or art activities of any grade group, please contact the administrator to discuss more details.

WITHDRAWING BEFORE THE END OF THE YEAR

Students who withdraw during the school year are required to give a **two-week notice** and complete the Student Withdrawal Form in the school office. If you enroll your student in another school, please be sure to notify us immediately.

**If record keeping is delinquent and you withdraw or become excused by the school, the official enrollment dates listed in the cumulative files will reflect only the period of time for which we have received records.

**If you leave CCSH owing money, there will be a notice of funds owed put in your student's file.

**If you are withdrawing and enrolling in another school, that school will request your student's cumulative file from us. We will send it directly to them. You do not need to transport it. You may sign a release form and pick up your student's cumulative files to be kept at home. Remember that you should have these files at home already, and we are only keeping copies for transcript purposes. Note: there will be no refunds for early withdrawal.

OVERVIEW OF OUR PROGRAMS

All home schooling families are required to pay our annual, non-refundable fee of \$135.00 per student at the time of enrollment. This all-inclusive fee will cover registration, processing, record keeping, and your student's school t-shirt. Payment must be made in full. There will be no proration of fees for late registrants or early withdrawals. Multi-child discounts are available.

LEVEL 1

- \$135 Registration fee per student
- \$270 Tuition per student, paid in monthly payments through FACTS third-party billing system
- Possible fees for any optional activities
- At home 5 days per week
- Affidavit filed with the state of California
- Record keeping forms
- Ongoing communication and support via email and quarterly meetings with administrator
- Optional curriculum counseling
- Optional small groups
- Optional participation in CCSH field trips
- Optional participation in CCS sports and after school programs

LEVEL 2

- All Level 1 benefits
- \$135 registration fee per student
- Weekly Wednesday School enrichment classes K-6
- Uniforms required
- \$1080 Tuition per student, paid in monthly payments through FACTS third-party billing system
- Multi-child discounts available