

Citrus Valley Christian Academy

*"...the people who know their God shall be strong and do great things."
Daniel 11:32b*

Academy Handbook

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“And you shall love the Lord your God with all of your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you lie down and when you rise up.” Deuteronomy 6:6-7

“Hear, my son, your father’s instruction, and do not forsake your mother’s teaching.”
Proverbs 1:8

“See to it that no one takes you captive through philosophy and empty deception, according to the tradition of men according to the elementary principles of the world, rather than according to Christ.” Colossians
2:8

The information contained in this handbook and its high school supplement is not,
nor is intended to be legal advice.
Parents are responsible for the education of their children.

Material in this handbook may not be copied in any form without the written permission
of the Citrus Valley Christian Academy administration.
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Mission Statement

The mission of Citrus Valley Christian Academy is to offer a private Christian satellite school program (PSP) and support for parents and children that includes prayer, inspiration, educational and social opportunities, resource information (workshops, lending library, book fairs, seminars, etc.), and recordkeeping services. We have intended that this organization and all its activities and publications will be consistently and forthrightly Christian to the honor and glory of our Lord God. Membership is open to those home educating their children and who will agree with and practice the Statement of Faith, Education Philosophy, Code of Conduct and Academy Policies.

Statement of Faith

- 1. The Authority of the Bible** We believe the Bible (both Old & New Testaments) is the inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible, and God-breathed. (2 Timothy 3:16-17; 2 Peter 1:19-21)
- 2. The Trinity** We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Colossians 1: 16-19)
- 3. Jesus Christ** We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; John 2:11, 11:25; Acts 1: 11; Colossians 1:14; Hebrews 4:15, 7:25, 9:12; Revelation 19:6-10)
- 4. The Holy Spirit** We believe that the Holy Spirit is a divine person proceeding from the Father and the Son and therefore eternal, and of the same essence, majesty, and glory with the Father and the Son. We believe therefore that the Holy Spirit is God. (John 4:23-26; 2 Corinthians 3:17; Hebrews 9:14)
- 5. Salvation** We believe salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 3:14-17, 5:24; Romans 3:23-24; Ephesians 2:8-9; Titus 3:5-6)
- 6. Christian Lifestyle** We believe that all believers should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from all religious apostasy, all sinful pleasures, practices, and associations is commanded of God. (Romans 6:1-13; Ephesians 5:11; Colossians 3:1-3).
- 7. Church Affiliation and Membership** We believe that Scripture is clear regarding that first the home then the Church should be the primary area of devoted service for those who have repented and believed. Therefore, regular church attendance and service should be an absolute for all Christians. (Ephesians 4:12-13; Colossians 1:28)

8. **Marriage** We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in exclusive union, as defined in Scripture (Genesis 2:23-24).
9. **Sharing the Gospel** We believe it is our obligation as believers to witness by life and word to the truths of the gospel and proclaim these to all mankind. (Acts 1:8)
10. **The Second Coming** We believe in the personal imminent return of the Lord Jesus Christ for His redeemed ones and His return to the earth with His saints to establish His Kingdom. We believe in the bodily resurrection for all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (John 5:24-29; Titus 2:13; Jude 14-15)
11. **Unity of Believers** We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
12. **Creation.** We believe in the creation of man by the direct act of God. (Genesis 1:1, 26-28; John 1:1-3)

Educational Philosophy

1. **Parent’s Responsibilities** We believe God in His Word has given us the responsibility and authority to educate our children in a godly manner. Deuteronomy 6:5-8; 11:18-21; Psalm 1:1-2; Proverbs 22:6; Luke 6:40; Colossians 3:17; 2:8)
2. **Children’s Maturity and Learning Readiness** We recognize children mature at Different rates and should be taught according to that maturity level and learning readiness. However, we believe God holds us responsible to educate in an orderly and systematic fashion. (Deuteronomy 6:5-8)
3. **God Centered** We reject the thought that man is the center of all things and actively teach God is the Creator of the universe, and adhere to godly morals and principles of life.

Code of Conduct

Please Note! By signing the registration form, the family has agreed to follow this code.

As teachers and students of Citrus Valley Christian Academy and Fellowship, we represent our school, the home educating community, and most importantly, our Lord Jesus Christ. In recognition of that, we will behave in a manner consistent with the instruction presented in God’s Word.

Since it is often uncomfortable for an adult in charge of an event to discipline someone else’s child, we present these guidelines. Please teach your children the appropriate behavior and attitudes, and tell them that the adult in charge of the activity has been delegated by the school (and you) to speak to them about inappropriate behavior.

1. Have respect for authority figures, whether that is the person in charge of a field trip, a tour guide on an event, or the leader of a game at park day etc...
(Romans 13:1; 1 Peter 2:13-17)
2. Have an attitude of compassion for the differences, needs, or disabilities of others. Parents, teach your children not to be cruel to people who are different.
(Matthew 7:12; Galatians 5:22-23; James 2:1-9)
3. Act and speak in a manner worthy of the God who calls you. Unkind remarks, profanity, coarse jokes, conversation involving occult or sexual situations, or other language unbecoming of a Christian is unacceptable at school functions.
(Ephesians 4:1; 5:4; 1 Thessalonians 2:12)
4. Even though you may not have a problem with certain behavior, actions or clothing within your home, if you know something may be offensive to someone else, **don't do it!** Respect the property and landscape of those we are visiting. Parents, please teach children about refraining from some things in a group setting that may be allowed at home. In this category we would include things as simple as climbing trees or fences on someone else's property as well as language or joking that may offend. (Romans 12:17b; 1 Corinthians 8:7-13; Phillipians 2:3-4)
5. On educational field trips, come prepared to listen attentively with an attitude of learning. All electronic devices (headphones, cell phones, IPADS) or other distracting items or behavior should be avoided. (James 3:13)
6. The use of alcoholic beverages, tobacco products, the possession and/or use of weapons or illegal drugs is not permitted during any Citrus Valley Christian Academy functions. *Noncompliance with this rule will result in expulsion from CVCA.* (Matthew 5:16; Galatians 5:19-21)
7. Wholesome friendships are encouraged between boys and girls. However, students should look upon each other as brothers and sisters in Christ and refrain from demonstrating personal affection at all school functions. (Romans 12:10; Galatians 5:24; Ephesians 5:3)
8. Clothing should be clean, neat, in good repair, modest in style and fit, and should not draw undue attention. Excessively tight, exposed midriff, short shorts or skirts, strapless tops, spaghetti straps, halters, T-backs, exposed undergarments, two piece bathing suits are not allowed at school events. **Absolutely no exposed cleavage is permitted.** Body piercings (except earrings) as well as extreme hairstyles, make-up, or jewelry are also forbidden (1 Timothy 2:9-10; 1 Peter 3:3-4; 1 Cor. 10:23-24, 31).

FIELD TRIP GUIDELINES

All field trips require registration. Please register for Field Trips on the website (A registration link will be provided).

Please be aware of the DEADLINE for each field trip. We will not be able to accommodate you if you miss the deadline.

Make checks payable to Lisa Ross. She will transfer money to the school Paypal account for you. You can also pay using the PayPal button on the website.

CVCA Code of Conduct is to be observed at all school functions. There is no refund of money for no-shows or cancellations. If the school or event cancels, CVCA will send a full refund to you or apply the payment to another field trip per your instructions.

Academy Services

Private School Affidavit Filed With the State of California CVCA will annually complete and submit to the state Department of Education a Private School Affidavit with all CVCA's students listed only by grade level, not by name.

Student Cumulative File Obtained or Established and Maintained CVCA will obtain the student's cumulative files from the previous school attended or establish a file for each beginning student. CVCA will maintain the cumulative files with attendance records, report cards, and required health and immunization information.

Record Keeping Forms Provided to Parent/Teacher CVCA will provide the parent/teacher with attendance records and elementary report cards that are in PDF and/or online. A link will be emailed to CVCA families to complete attendance and report cards online if they prefer. Progress reports, high school report cards, and other necessary documents can be downloaded from the website and/or completed online.

Handbook Provided Handbook can be found on the website and downloaded for parent reference.

Curriculum Counseling CVCA will provide help to all members regarding curriculum.

High School Commencement, Transcript, and Diploma CVCA will provide a transcript and diploma to all high school students. Students must meet CVCA graduation requirements to receive a diploma. See High School Supplement.

Standardized Testing For an additional cost, CVCA will offer yearly testing for students completing grades 5th to 11.th Testing dates will be in the spring of each school

year and posted on the website. Students in Middle School are required to complete at least one standardized test proctored by a school official.

Interface with Public School Officials CVCA will verify with any public school official that your child is legally enrolled in school. Be prepared! As a homeschooling family in California, you face the possibility of **being contacted by your local school district either by school personnel** or by the Child Welfare and Attendance Officer (Truant Officer). The official may just make inquiries about your children's enrollment or may make demands of you. If you are contacted, call Home School Legal Defense Association, (504) 338-5600, immediately, and then let our office know. We usually receive a follow-up call from the official involved at which time we are able to clear up any misunderstanding. We encourage you to keep your HSLDA membership card near your phone or door.

School Identity CVCA school colors - blue and silver. Daniel 11:32b is the school verse.

Field Trips and Park Days

CVCA will offer Field Trips and Park Days throughout the school year. These are not mandatory, but are highly encouraged to cultivate community! All Field Trips and Park Days will be listed on the website. If you would like to host a Field Trip or Park Day, please call or email. (909) 262-1077 citrusvalleychristianacademy@gmail.com

School Meetings

CVCA will hold online and in-person scheduled meetings throughout the school year to cultivate community and share information. We highly encourage families to attend at least three school meetings. Please check the website events page for details on scheduled meetings.

New Member Seminars CVCA will hold a yearly introduction to home education and a teaching high school seminar. We will discuss the benefits of homeschooling, describe different styles of teaching, and try to answer any questions you may have. Call or email the Academy for dates and times. This information will also be posted on the website.

Website The CVCA website has been updated and we hope that it will be a valuable source of information for you. The website should be your go-to place for forms, scheduled events, courses offered, and the handbook. Please check the website regularly (1-2 times a week) for updates. If you have any questions that can't be offered through the website, please email Lisa Ross at citrusvalleychristianacademy@gmail.com

Courses/On-site Classes

CVCA intends on offering numerous courses in a variety of subjects in order to help parents meet academic needs. CVCA asks that parents of K-4th grade students stay on-site at all times, and that parents do volunteer to help with classes when they are available. If behavior issues arise, a parent may be asked to stay on-site for the duration

that their student is attending classes. Major behavior issues will result in removal from the class.

Courses will be graded by the teacher and a course description and any needed additional information will be provided to the parent.

A word about courses/classes: It is the belief of CVCA that the majority of schooling needs to come from the parent. While we wish to come alongside you and we want you to know you're not alone in your homeschooling journey, the parent needs to be the primary teacher.

If a parent/student is struggling with academics please contact us. There are a variety of resources we can suggest.

Registration for CVCA Courses can be completed through the website.

Math - CVCA recommends Dena Reeves as a math teacher. Her schedule and prices will be listed on the website. In order to register for a math class with Dena, you must contact her directly.

Fellowship Program

CVCA offers a Fellowship Program for families who are undecided about enrolling with the school. A Fellowship Program is only available to a family for one year. The Fellowship Program enables students to participate in classes, Park Days, and Field Trips for a registration fee of \$50. Families must still pay teachers for the classes on a monthly basis. Students in the Fellowship Program may not participate in any Clubs, Yearbook, Graduation Activities, or Picture Day. CVCA will not keep records for students in the Fellowship Program. Students who wish to attend CVCA after participating in the Fellowship Program will apply to the school as a new family the following year.

Mentor Program

CVCA is happy to offer a Mentor Program to all families who are new to homeschooling. Our Mentor Program pairs an experienced homeschooling mom with a new homeschooling mom to come alongside them during their first year of homeschooling. Families interested in having a Mentor, please contact Lisa at (909) 262-1077

Teaching Courses

Many parents want their students to participate in classes. CVCA would like to offer a variety of classes to our students, but we do need more Parent Teachers in order to do so. If you feel particularly led to teach our students, would you please complete the Teacher Survey on the website? citrusvalleychristianacademy.net Thank you!

Academy Policies

Please read the following carefully. By signing the application form, you are indicating that you are in agreement with and will abide by these policies.

1. All enrollment forms requested by CVCA must be submitted to CVCA by parents before any record-keeping forms are issued.
2. Parents understand that the Christian faith is the basis of this organization.
3. As the primary teacher/instructor parents understand that:
 - a. Both parents must be in agreement concerning homeschooling.
 - b. Parents agree to diligently and consistently teach their student(s) an academically challenging course of study.
 - c. Parents agree to provide parental supervision during school hours.
 - d. Parents will pay fees when due.
 - e. Parents will keep records and provide requested reports to the school when due.
 - f. Parents will select and provide for their own curriculum.
 - g. Parents agree that at least one parent (preferably the teaching parent) will attend at least the three mandatory meetings of the year.
 - h. Parents agree to become members of the Home School Legal Defense Association.
 - i. Parents and their children are encouraged to have a consistent time of prayer and Bible study as well as attend church regularly.
 - j. Parent continuing education is important. Parents are strongly encouraged to attend the annual CHEA Convention.
4. Parents understand that:
 - a. Failure to submit reports on time without notifying the school of extenuating circumstances will result in a late fee of \$25.00.
 - b. When our children attend school sponsored activities, we (the parents) are required to attend with our children and are responsible for their safety and supervision. Any drop-off situations for classes will be decided by the teacher and a waiver will need to be signed by the parent beforehand.
 - c. Before a child will be allowed to participate in any activities of the Academy, a medical release form and release of liability form must be on record with the Academy.
 - d. Although the school is keeping the cumulative record, the parent as the primary teacher is responsible for their actual education.
 - e. Tuition can be made in two installments, due by August 1st and November 1st if there is a financial hardship situation. Otherwise tuition needs to be made in one payment by August 1st to avoid the late fee.
 - f. **Habitual failure to submit record keeping forms will result in the family's dismissal from CVCA.**
5. Due to the ambiguous political position of private home education programs, we understand that the school cannot offer legal immunity and is only providing school services to assist parents in the schooling of their children.

Parent Responsibilities

Listed below are some explanations of our school policies. It is your responsibility as the teacher/parent to adhere to these policies. As homeschooling parents with children in CVCA, you acknowledge and agree to be a member of the faculty.

1. Agree to CVCA Handbook

By signing and completing your application form for CVCA, ***you are agreeing to CVCA'S policies, handbook, and statement of faith.*** Both parents must be in agreement about home study. Please understand that the Christian faith is the basis of this organization, and the Academy will operate accordingly. Parents must provide supervision during normal school hours. It is the **parent's** responsibility to diligently and consistently teach their children. The parent is responsible for the actual education of their child(ren) and the school is the support for the parent.

2. Obtain your own curriculum

Each family is responsible for choosing and purchasing the curriculum for their own students. If you need assistance in selecting a curriculum for your students please call or email CVCA for resources and recommendations.

3. Apply for mandatory membership in Home School Legal Defense Association (HSLDA)

HSLDA is an association of attorneys who home school and who defend the rights of home schoolers nationwide. All CVCA members are required to be a HSLDA member. The cost is \$115.00 per year or \$95.00 with a CVCA discount. Please call or email the Academy for the discount number. Applications are available through CVCA and at www.hsllda.org.

4. Consider membership in Christian Home Educators Association (CHEA)

Christian Home Educators of California (CHEA) is a statewide resource group for Christian homeschoolers. CHEA is dedicated to providing quality information, support, and training to the home education community throughout the state. CHEA offers a wide range of materials including pamphlets, books and CD's for the education and encouragement of the home educator from beginner to veteran. CHEA also hosts yearly conventions throughout the state. www.cheaofca.org .

CHEA's membership program includes:

- 10 percent discount on materials purchased from CHEA
- Two annual conventions (Bay Area and Southern Cal in the spring)
- Subscription to the CHEA's quarterly news magazine, *The Parent Educator*; available only to members

5. Planning your lessons

Once you have selected your curriculum and have completed the Course of Study for the school, it's important to plan your lessons. Investing in a good plan book, or online planning program is helpful in staying organized and keeping on track. If you are new to homeschooling and need help with planning, please don't hesitate to schedule a meeting with Lisa.

6. Attend mandatory meetings

CVCA requires a parent to attend a few mandatory meetings throughout their time with CVCA. 1) Parents must have an initial enrollment meeting with administration before students can be considered enrolled. This is a 1 time meeting that takes place when a student enrolls for the first time in the school. 2) Parents must attend 2 mandatory High School meetings with Administration, the first meeting will be a High School Planning Meeting and the second meeting will take place during the student's junior year. 3) Parents may be asked to meet with the Administration if the need arises.

Parents are highly encouraged to attend online and in-person meetings that may be scheduled throughout the year. These meetings will be posted on the website on the events page. Registration is required. Once a parent registers, an online link will be provided.

7. Pay tuition

Current CVCA tuition fees are located on the PSP application form. Tuition is due when registration forms are submitted. CVCA does offer scholarships for those in financial hardship situations, or a payment plan. Please contact the administration about these situations.

How to pay tuition: Tuition can be paid in several ways. 1) Via check sent to Lisa Ross 1126 Via Barcelona, Redlands CA 92374 2) Check given to Lisa Ross directly (please make check payable to Lisa Ross and she will transfer the money to the school account via Paypal 3) Paypal Button on the website.

8. Submit registration forms

All registration enrollment forms must be completed and postmarked by August 1st for families following a traditional school calendar. If postmarked after August 1st, an additional fee will be charged. Forms can be scanned and emailed to citrusvalleychristianacademy@gmail.com. Please clearly list the parent and student first and last names in the body of the email. Please use "enrollment forms" in the subject line of the email. For an earlier start date (June 1st-July 31st), all forms must be received by the students first day of school. The following forms must be returned to CVCA for registration to be complete:

- Registration Form
- Medical Release
- Release of Liability
- Immunization record or a signed and dated letter from the parent stating that they are choosing not to vaccinate
- Waiver of Health Exam or Health Exam (entering first grade)
- Proof of Membership to HSLDA
- Birth Certificate - a photocopy (entering first grade)
- Teacher Survey on Website (for parents wishing to teach a class)
- Commitment Agreement
- Media Release (new families)

You will receive a confirmation email when all forms have been received as completed. This confirmation email is for your records and should be saved.

9. Complete and submit CVCA PSP forms

CVCA will provide PSP record keeping forms upon completion of the registration forms. No forms will be given until all registration forms are complete and submitted. Course Descriptions (high school), Course of Study (elementary) are due **August 20th** and a link to these will be given once enrollment has been received. Quarterly Progress Report (elementary) and Quarterly Progress Report and Report Card (high school) are links that will be emailed to you once registration has been completed. These forms can be completed online. If requested, CVCA will provide hard copies of all forms.

Attendance and Student Achievement Record (elementary) are required and links will be emailed to parents to complete online. For high school forms, please refer to the High School Supplement. All due dates are posted on the CVCA website, the website calendar, and the Meeting and Report Schedule included in the registration packet.

10. Adhere to Academy Code of Conduct at school events

We as Christians, and as home schoolers, need to set a good example before the world and each other. You were asked to sign the enrollment form agreeing to the Code of Conduct. Students twelve years and older should also have signed the agreement.

Parents are required to attend school-sponsored activities with their children and are responsible for their safety and supervision. Please take care to not get so engrossed in conversation with another homeschooling parent that you lose sight of what your children are doing. Also realize that the parent entrusted with leadership of any given event has permission to reprimand any student not following the behavior guidelines and may carry out the stated consequences, if necessary.

11. Meet with High School Advisor for course planning (9th-12th)

When entering high school, students and their parents are required to meet with the high school advisor or administrator to discuss the CVCA high school requirements for graduation. For more details on homeschooling high school students, refer to the CVCA high school supplement. An additional meeting is required in the spring of the junior year.

12. If you enroll your student in another school, please notify our school office immediately

Do not wait for the new school to notify us by requesting your student's cumulative file because they may not request it for several weeks. Be sure all required reports have been turned in so your files will be complete when forwarded to the new school. Please note: If record keeping is delinquent and you withdraw or are dropped by the school, the official enrollment dates listed in the cumulative file will reflect only the period of time for which we have received records. In certain situations, we will not send an incomplete cumulative file to the requesting school until all delinquent reports and fees have been turned into the Academy.

If you are withdrawing but not enrolling with another school, you may sign a release form and pick up your student's cumulative files to be kept at home. You will need to follow the Education Code Guidelines for storing the files.

13. Standardized Testing

Although California law does not require private schools to test their students, CVCA requires all students to be tested at least once in the middle school years, (6-8). Exceptions granted only with administrator's approval.

Activities

All activities coordinated through CVCA are done on a volunteer basis. Parents who would like to volunteer to coordinate or assist with an activity are encouraged to call CVCA. We encourage you to feel free to participate in as many activities as you would like.

Instructions for Completing Forms

*In the following section, we will be giving instructions on how to fill out all the forms needed for enrollment in CVCA. Specific due dates on forms will not be listed. It is very important that you check your **Meeting and Report Schedule (CVCA Handbook) or the website for specific dates.***

1. Course of Study *(one per student required)*

By law, CVCA is required to keep records for each student. Please list the title, name of the publisher, and grade level of the book for each textbook you are using. If you are not using a published curriculum for a subject, enter "parent planned" and give a complete description on a separate sheet of paper. These are due August 20th. If you enroll after August 1st, a due date will be assigned to you. This form is available on the website or from the office.

2. Teacher Qualification Form *(one per family, required by law)*

California law states that a teacher is someone who is capable of teaching (credentials not required). CVCA believes that the parents are more than able to teach their own children. This form is a record of degrees, diplomas, certificates, classes, books, seminars, recordings, or work experience that the teacher has accomplished.

Under "Education", list your GED, high school diploma, college degrees, and any college units you have taken. Under "Continuing Education," list recent seminars attended, DVD classes, educational CD's or books read. Under "Teaching Experience," consider including; Sunday school, Vacation Bible School, AWANA, coaching, scouts, years of homeschooling, etc.

3. Attendance Record *(one per student required)*

Attendance records are required by law for private schools. Using the calendar for our July 1st-June 30th school year, check off each day you offer class. We do not have a minimum number of minutes or hours per day required to determine a “school day.” However, we strongly encourage you to school at least 175 days per school year. This includes teacher in-service days, field trips, and days your child was absent from school. This is a NCR form and only available through the school office, or a link that will be emailed to you.

4. Immunization Record *(one per student, required by law)*

Please submit a copy of your child’s yellow immunization card or other medical documentation when you enroll. In addition, all incoming 7th graders will need to resubmit their immunization record as the State of California requires additional vaccines at 7th grade entrance.

For the 2020-21 school year if you do not fully vaccinate

If you are enrolling a 1st grader or a six year old or a 7th grader CVCA needs a copy of the immunization

record (yellow card) and a signed and dated letter stating that you will not be allowing any further vaccines or stating which vaccines you will not allow. Please include student’s name on the letter.

For the 2020-2021 school year if you choose not to vaccinate

Please sign and date a letter including your student’s name stating that you do not vaccinate.

5. Health Exam or Waiver of Health Exam *(one per student, required by law)*

The county would prefer that each child have a complete health exam before entering first grade. The waiver is an alternative to parents who decide not to have their children seen by a doctor.

6. Birth Certificates *(one copy per student)*

Every student is required to have a copy of his or her birth certificate in the cumulative file.

7. Quarterly Progress Report *(one per student, per quarter, required)*

At the end of each quarter, report on the progress your student(s) has/have made during the past seven to nine weeks. Show chapters or pages completed where possible, and give concepts covered in the subject areas listed. Comment on the student’s progress, strengths, weaknesses, etc. **Be sure this report is consistent with what you listed on your course of study.** This form will be available to complete online and a link will be sent to you via email. If you do not have access to the internet and require a paper copy, please contact Lisa at (909) 262-1077

8. Student Achievement Record 1st-8th *(one per student, per semester, required)*

Report cards will need to be completed twice a year. They will be due approximately two weeks after the completion of each semester, usually in February and June.

Several subjects are listed on the achievement records. It is understood that you may not be teaching each area of study listed every semester. Only assign grades for classes you are teaching. If you teach several subjects together as a unit, you may note that in the “notes” portion of the SAR.

In fifth grade and below, we recommend that you use W-I-S-E as your grading scale. The definition of each letter is listed below:

- W - Weakness
- I - Improving
- S - Satisfactory Progress
- E - Excelling in this Area

In sixth through eighth grades, we require that you use a traditional A-B-C-D-F approach. The suggested definitions and percentages to be used are as follows:

- A - Excellent - 90 to 100%
- B - Above Average - 80 to 89%
- C - Average - 70 to 79%
- D - Below Average - 65 to 69%
- F - Failing - 64% and below

It is ultimately up to each parent to decide which system of grading to use for students grades first through fifth . **We just ask that you be consistent and use the same grading scale for an entire school year.** At the bottom of the report card there is room for you to make any additional comments you wish about your student’s progress through the year. Keep in mind that your comments should reflect a teacher/student relationship, not parent/child relationship.

Additional Information About Record Keeping Reports

1. Refer to the Meeting and Report Schedule or website for the due dates.
2. CVCA is attempting to go “online” for most record keeping needs. A link will be emailed to families to complete the Attendance Record and Student Achievement Record.
3. A **Course of Study** is due for each student (by August 20th). This will also be online. You may either download the Course of Study, complete, scan and email to CVCA, or you can complete the online form using a link.
4. Each quarter a progress report and attendance record are due for each student.

5. Semester report cards are due in February and June.
6. **The Student Achievement Record (report card) and Attendance Record are documents that will have links that will be emailed to you.** These can be completed online and do not require a hard copy. If you would like a hard copy for your own records, the completed form can be emailed to you for you to print. We suggest after completing the form, please click the button that says “send me a copy”.
7. There will be several on-line trainings available to go over the forms, how to complete them and how to submit them online. We strongly encourage you to attend one of these training sessions, even if you have completed the forms in previous years.

Closing

While reading, writing and arithmetic are essential, we encourage you to seek that which is eternal in value. We cannot emphasize enough the significance of seeking the Lord God in all your decisions regarding the choices you make for your home school. Real education must begin with the leading of the Holy Spirit. What curriculum or methodology that is workable for a particular parent/teacher may not be practical for another. The same is true for each child/student. God has blessed you with an excellent opportunity to educate your children (and yourself) in the Truth daily, “...and you shall teach them diligently to your sons (children) and shall talk of them when you sit down in your house and when you walk by the way and when you lie down and when you rise up.” Deuteronomy 6:7. Embrace the journey that the Lord God has blessed you with; it will be for only a season.