

Citrus Valley Christian Academy

Academy Handbook 2021-2022 School Year

Citrus Valley Christian Academy

And Fellowship

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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 of 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 it 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.

2021-2022 edition

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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)

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; 2:18
- 2. Children’s Maturity and Learning Readiness:** We recognize children mature at different rates and should be taught accordingly. We also believe that 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.

We appreciate you reminding your children of these guidelines and teaching them the appropriate behavior, attitudes, and respect for authority.

1. Have respect for authority figures, whether that is a class teacher, person in charge of a field trip, tour guide at an event, or Park Day leader. (Romans 13:1; 1 Peter 2:13-17)
2. Have an attitude of compassion for the differences, needs, or disabilities of others. 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. No unkind remarks, profanity, coarse jokes, conversation involving occult or sexual situations, or other language unbecoming of a Christian at school functions. (Ephesians 4:1; 5:4; 1 Thessalonians 2:12)
4. Be mindful of what might offend a brother or sister in Christ. Parents, please teach children about refraining from some things in a group setting that might be allowed at home. Be respectful of property that does not belong to you. (Romans 12:17b; 1 Corinthians 8:7-13; Philippians 2:3-4)
5. 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)
6. 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; 1 Cor. 10: 23-23)

FIELD TRIP GUIDELINES

All Field Trips require registration. A registration link will be emailed to you, or you can register on the website.

Please be aware of the payment and registration deadline for each field trip. You cannot be accommodated if you miss the deadline.

Some field trips can be paid through the school. In these cases, please use our Paypal link on the website to pay for field trips. You can also mail a check to Lisa Ross. Please make the check payable to Lisa Ross.

CVCA Code of Conduct (see previous page) is to be observed at all school functions. There will be no refund of money for no-shows or cancellations. If the event cancels and you have prepaid, CVCA will send you a refund 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 (if previous school sends the files to CVCA) 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 a Teacher/Parent CVCA will provide the parent/teacher with attendance records and elementary forms 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 will be shared online.

Handbook Provided The CVCA Elementary and High School handbook can be found on the website and downloaded for parent reference. Please consult the handbook for school questions *first* before asking questions.

Curriculum Counseling CVCA will provide help to all members regarding curriculum. If members require additional help in the area of homeschooling, members can join the Mentorship Program.

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 additional cost, CVCA may offer yearly testing for students completing grades 5th through 11th. 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 online or by a school official. CVCA recommends the CLT which can be taken and scored online.

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. If you are contacted, call the Home School Legal Defense Association (504) 338-5600, immediately, and then call the CVCA office (909) 262-1077. We encourage you to keep your HSLDA membership card/number handy.

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

Academic Probation A High School student may be placed on Academic Probation if their GPA falls below 2.0 and they show no initiative to improve. A student will have approximately 1 semester to raise their GPA. The student must show proof of improvement through work samples, grade printouts, and overall attitude.

Field Trips and Park Days CVCA will offer various field trips and park days throughout the year. These are not mandatory, but are encouraged to cultivate community. All field trips and park days will be listed on the website and/or in the weekly school newsletter sent via email.

School Meetings CVCA will hold online and in-person school meetings throughout the school year to cultivate community and share information. We highly encourage families to attend as many school meetings as they are able. Please check the website events page for details on scheduled meetings. It is mandatory that families attend at least one school meeting a year.

New Members 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 for updates. If you have any questions that can't be offered through the website, please email Lisa Ross at citrusvalleychristianacademy@gmail.com

Classes and Class Policies

Citrus Valley Christian Academy is pleased to offer many courses for students to take online and on-site at Anchor Bible Church in Redlands. Parents may register for courses online and on-site on the website. Once course registration has been closed, parents will need to contact school administration to join any classes.

- Only students enrolled through CVCA, or on a fellowship with CVCA, may participate in classes.
- Our on-site classes are a drop-off program, but CVCA reserves the right to ask parents to stay on campus, or in the class with a student if needed.
- CVCA reserves the right to put students on a probationary status due to behavior or other problems such as not turning in schoolwork, absences, lack of payment to teachers, etc...if students fail to meet the requirements outlined for their probationary status, they may be removed from the school.
- Behavior: students and parents are expected to sign a behavior agreement at the beginning of each year. Failure to comply with the behavior agreement may result in a temporary or permanent suspension from class. We will do our best to communicate with parents regarding student behavior, but we reserve the right to remove a student from class without any notification for any of the following: disrespect to a teacher or other student or violating the code of conduct.
- Courses in grades K-5 are designed to be supplemental to the program parents are using at home. Courses in grades 6-8 increase in rigor and are designed to be supplemental OR a full course depending on the course itself.
- High School courses offered by the school are meant to be taken for High School credit. A syllabus will be provided by the teacher. All assignments and grading will come from the teacher. Teachers will communicate with parents through progress reports. Should a concern arise before progress reports are due, teachers will email or call the parents.

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 \$100. 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 need to be invited to apply to the school as a new family the following year.

The Fellowship Program is a limited membership. Families who are interested in the Fellowship Program are encouraged to apply early.

Mentor Program

CVCA offers a Mentor Program for families who are new to homeschooling or may need some additional help with educating their children. The Mentor Program pairs a homeschooling parent with an experienced homeschooling parent to help provide support and guidance. Please contact Lisa Ross at citrusvalleychristianacademy@gmail.com if you are interested in our Mentor Program. The Mentor Program is only available to enrolled CVCA families.

Academy Policies/Parent Responsibilities

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 adult supervision during school hours.
 - d. Parents will pay fees (including class fees) when due.
 - e. Parents will keep records (using CVCA forms) and provide requested reports to the school when due.
 - f. Parents will select and provide for their own curriculum and/or take classes through CVCA.
 - g. Parents will limit outside classes (including online, Community College, and other courses) to a total of no more than 49% of their homeschooling week. Parents agree to homeschool their children at least 51% of the week.
 - h. Parents agree to become members of the Home School Legal Defense Association (we have a school code you may use for a discount)
 - 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 \$30.
- b. When our children attend school sponsored activities such as Park Days, Field Trips, Graduation, etc..., we (parents) are required to attend with our children and are responsible for their safety and supervision. Any drop-off situations for classes may change if a teacher or administrator decides that a parent needs to be present. A waiver will need to be signed before classes begin.
- c. Failure to pay class teachers at the beginning of each month will result in that student not being allowed to attend classes until payment is made.
- d. 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.
- e. Early enrollment begins in April and ends August 1st. To receive the tuition discount, enrollment must be before August 1st. Students are not considered enrolled until tuition is paid. Partial scholarships are given on a case-by-case basis.
- f. Habitual failure to submit record keeping forms will result in the family's dismissal from CVCA.
- g. The school cannot offer legal immunity and is only providing school services to assist parents in the schooling of their children.

5. 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 agree about home study. The parent is responsible for the actual education of their children and the school is the support for the parent.

6. Obtain your own curriculum:

Each family is responsible for choosing and purchasing curriculum for their own students. We often will have experienced families that are looking to sell

curriculum at a great discount, and we will hold curriculum sales throughout the year. Feel free to contact CVCA for curriculum recommendations. Classes taken through CVCA will select, and often provide, the curriculum and schedule of assignments.

7. Apply for mandatory membership in Home School Legal Defense Association

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 per year, or \$95 with a CVCA discount. Please call, text, or email the Academy for the discount number.

8. Consider membership in Christian Home Educators Association

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

9. Attend Mandatory Meetings

CVCA requires parents 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 one 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 the administration. The first meeting will be a High School Planning Meeting and the second will take place during the student's junior year. 3) Parents with students attending classes must attend a school meeting to review class policies and procedures.

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 (if needed) will be provided.

10. 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 and payment plans on a case-by-case basis. Please contact the administration about these situations.

How to pay tuition: Tuition can be paid in several ways 1) Check made out to Lisa Ross sent to 1126 Via Barcelona, Redlands CA 92374, 2) Cash 3) Through our Paypal account on the website

11. Submit registration forms

All registration enrollment forms must be completed and emailed or postmarked by August 1st to receive the early enrollment discount. 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. 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 parents stating that they waive vaccinations.
- Waiver of Health Exam or Health Exam (for students entering first grade)
- Proof of Membership to HSLDA
- Photocopy of Birth Certificate
- Commitment Agreement
- Media Release

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

12. 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. Most forms can be done online.

Course Descriptions and Elementary Course of Study are due by August 20th. Quarterly Progress Report for all grades will be emailed once registration has been completed.

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 Handbook. All due dates are posted on the CVCA website, the website calendar, and the Meeting and Report Schedule included in the registration packet.

13. Adhere to Academy Code of Conduct at school events

Parents are required to attend school-sponsored activities with their children and are responsible for their safety and supervision. Students are expected to respect authority and follow school behavior rules.

14. Meet with High School Advisor for course planning

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

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

Be sure all required reports have been turned in so your files will be complete when forwarded to a 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 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 paid to 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.

16. Standardized Testing

Although California law does not require private schools to test their students, CVCA requires all students to be tested at least once during the Middle School years (6-8).

Instructions for Completing Forms

1. Course of Study (one per student required)

By law, CVCA is required to keep records for each student. Please list the title of 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 word document or google document) of the course you will be teaching. These are due August 20th if the student enrolls before August 1st. If a student enrolls after August 1st, a due date will be assigned. A link to this form will be emailed to you.

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

CVCA believes that 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 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

Please submit a copy of your child’s 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.

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

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 child 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 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 the school office.

8. Student Achievement Record 1st -8th

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 early 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 suggest you use a traditional A-B-C-D-F approach. This is required for 8th grade students who are taking high school courses. The suggested definitions and percentages to be used as follows:

A- Excellent 90%-100%

B- Above Average 80%-89%

C-Average 70%-79%

D- Below Average 65%-69%

F-Failing 64% and below

It is 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 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 those forms that are online.
3. A Course of Study is due for each student (by August 20th). This will also be online. If you would rather complete a PDF form for the Course of Study, complete, scan and email to CVCA, or you can complete the online form using a link. Please let the school office know if you need a PDF form.
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 be emailed to you via a PDF form.
7. There will be several online 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 form 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 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 has blessed you with; it will be only for a season.

