

Citrus Valley Christian Academy

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



High School Supplement

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High School Supplement

This is a supplement to the Citrus Valley Christian Academy (CVCA) handbook. All CVCA policies contained in the academy handbook are applicable to our high school students.

Welcome to CVCA. Our purpose is to encourage and support you in your efforts to follow God's lead in the education of *your* high school student. Do not be afraid of this task. God will provide you with the wisdom to educate your high school student. A little fear is good if it leads us to seek the all-knowing, all-loving God in the education of our children.

Resources

First and foremost, we want you to rely on the Bible and God's direction in your education goals. Resources that can also help are:

- 1) *The High School Handbook, Seventh Edition* by Mary Schofield
- 2) *Senior High: A Home-Designed Form + U + LA* by Barbara Shelton
- 3) *100 Top Picks for Homeschool Curriculum* by Cathy Duffy
- 4) *High School at Home: You Can Do It* by Diana Johnson
- 5) *Homeschooling the High Schooler*, complied by Nancy Carter
- 6) *Homeschooling the Teen Years* by Cafi Cohen
- 7) *Taking Time Off* by Colin Hall
- 8) *And What About College* by Cafi Cohen
- 9) *The Uncollege Alternative: Your Guide to Incredible Careers and Amazing Adventures Outside of College* by Danielle K. Wood
- 10) *Homeschooling High School: Planning Ahead for College Admissions*
by Janne Gowan Dennis
- 11) *Real Lives: Eleven Teenagers Who Don't Go to School...* by Grace Lewellyn

Home School Legal Defense Association (www.hslda.org/highschool/resources.asp) has a website devoted to homeschooling teens.

CVCA has an education advisor who volunteers to meet with families to discuss their student's educational goals. This is **not** legal advice. **Parents as teachers and counselors will make all final decisions on teaching methods, styles, and curriculum.**

Accreditation

CVCA is not an accredited school. Accreditation is based on curriculum and teaching methods. Since each family makes their own decision in these areas, we can not be accredited by any outside agency. Therefore, CVCA can not guarantee another high school will accept any of our credits if your student transfers to another school (public or private).

Educational Options Available:

- 1) Parents can choose to pursue a CVCA diploma. In this case, the school's graduation requirements will need to be met. See pages 3 and 10 for these requirements.

2) Parents can educate their student until he/she passes the California High School Proficiency Exam (CHSPE), which is equivalent to a diploma in California. After passing this exam, a student may be exempt from school attendance, but only with his parents' written approval. For more information on the CHSPE refer to page five.

3) Parents can educate their student at home until the student is eighteen years old, and then have him take the General Education Development (GED) exam. This is not considered equivalent to a high school diploma, but it is recognized outside California where the CHSPE may or may not be accepted out-of-state.

4) Parents can educate their student at home until the student is at least 18 years of age. At this point he can enter a community college by taking a placement test in English and math or may be accepted at a four-year institution with acceptable scores on a college entrance exam (SAT I or ACT).

CVCA Diploma Requirements

If you are pursuing a CVCA diploma, the following are required of all our students and parents:

- 1) **Meet with the school's Education Advisor/Administration.** Every prospective student and his/her parents are required to meet with the high school advisor before their enrollment is complete. The purpose of this meeting is to discuss educational and vocational goals. A second meeting is mandatory in the spring proceeding the student's senior year to review graduation requirements.
- 2) **Enroll in CVCA's PSP (Private School Satellite Program) for 11th and 12th grade.** No diploma will be awarded unless the student has been enrolled in the school for his/her last two years of high school. There are no exceptions without written administrator approval.
- 3) **Sign a code of conduct and statement of faith.** This is to be signed by parents and teens at the time of registration.
- 4) **Submit all record keeping forms when due.** This includes attendance records, course descriptions, quarterly progress reports and report cards, and lab, elective, or PE logs. At the end of this manual, you will find explanations and examples of all high school forms required by CVCA. Due dates are printed in the "Meeting and Report Schedule" and on the school website. Late fees will be charged. A \$25.00 fine will be accessed for late quarterly progress reports and report cards and attendance records. Course descriptions are due by August 20th, for returning CVCA families. A late fee of \$25.00 will also be charged for late course descriptions.
- 5) **Choose a publisher recognized high school level curriculum.** If the student needs a modified course of study or curriculum, administrator approval is necessary.

6) **Students enrolled in the CVCA diploma program must meet the minimum state of California academic requirements.** Please remember the following requirements are for a high school diploma; they are insufficient for entrance to most four year colleges and universities. College bound students need a more comprehensive course of study; refer to page 11 of this supplement.

Each course is one year.

- | | |
|--|------------|
| ➤ 3 courses in English | 30 credits |
| ➤ 2 courses in mathematics
one must be algebra I | 20 credits |
| ➤ 2 courses in science
one from the biological sciences and one from the physical sciences | 20 credits |
| ➤ 3 courses in social studies
one year of world history, culture, and geography
one year of U. S. history and geography
one-half year of government or civics
one-half year of economics | 30 credits |
| ➤ One-half year of health | 5 credits |
| ➤ 1 course in visual or performing arts or foreign language | 10 credits |
| ➤ 2 courses in physical education | 20 credits |

It is expected that the student will finish 80% of the curriculum before credits are awarded. Please remember that this is the minimum course requirement. If your student is looking at a two or four year college or university or other vocational training, it is the parent and student responsibility to know that particular institution's requirements.

7) Complete other courses so the student's course total will be **240 credits** or more.

Comments on Specific Subjects

CVCA Courses

Citrus Valley Christian Academy aims to offer courses to High School students either through distance learning, on-site, or in a teacher's home. These courses will be approved for High School ahead of time and will provide a syllabus and course description that families can use for their High School records. All courses offered will be 5 units per semester, or 10 units per year. Courses will be taught by a CVCA teacher. Course prices will vary depending on rigor of course and what is required by the teacher. Grades will be administered by the teacher and cannot be changed without consent of administration. Courses can be found on our website <https://citrusvalleychristianacademy.net>

Driver Training

At this time, CVCA does not offer driver's education completion certificates for obtaining a permit. There are a few independent driving schools in the area that offer the course work and behind the wheel training; as well as, online schools offering only the course work and a certificate of completion.

Lab Science

CVCA will give lab science credit when the student has completed a minimum of 15 labs for the school year. These must be documented on the lab log form. Please note that the University of California system considers a lab to be 30 hours of work. If your student plans to attend college right after high school, check with that institution about entrance requirements for lab science.

Physical Education

Two years of P. E. (20 credits) are required for a CVCA diploma. A P. E. log must accompany the Quarterly Progress Report and Report Card when the student is taking P. E. The minimum requirement per week is forty minutes or more activity on each of three days. Eighteen weeks must be completed to receive five credits (1 semester). Some nontraditional ideas for PE are:

badminton	ping pong	bowling	roller-blading
self-defense	dance	tennis	handball
trampoline	horseback riding	weight lifting	walking

This list is not exhaustive; it is included to be creative. If you have questions about P. E., please call the CVCA office.

Bible

CVCA does not include Bible as a required subject. By the time the student is in high school, we hope that daily Bible study and devotions are a part of his life. Parents may choose to teach the Bible as an elective course. The parent can plan this or can use an outside study book or curriculum. A course description is required and a grade assigned if credit toward graduation is desired.

Work Experience

Students working under adult supervision may receive work experience credit. Work permits and evaluation forms are obtained from the school office. These are to be completed by the student's supervisor/manager and turned in with the quarterly progress report and report card. Generally speaking, thirty hours worked equals one credit. Upon completion of one hundred fifty hours, CVCA awards five credits.

Electives

Electives are defined as any course that is not required for high school graduation. Students who are college bound will have fewer electives because their course of study will be dictated by the college preparatory classes required by the college of their choice. Those students who decide not

to do a college preparatory course of study and only do the minimum academic requirements for a high school diploma will have many elective choices to meet the CVCA graduation credit requirement of 240 credits.

Traditionally, students receive credits for a class after they read a textbook, maintain a 65% or better on tests, finish assigned projects, etc. Students can also receive credit for elective classes by completing:

1) Time-invested courses (70 hours=5 credits / 140 hours = 10 credits). If you are using the amount-of-time invested measure, you must record elective hours on the elective log and submit the log each quarter. Please state time invested on the quarterly progress report and report card. Examples of time-measure courses are playing an instrument and drama productions.

2) Proficiency courses - Each must be approved by the CVCA administrator or high school advisor. Credits can be awarded for a level of proficiency rather than time measurement. An example is achieving a typing speed of 35 wpm which equals 5 credits.

For a list of possible elective courses, please see the high school advisor. Almost any interest your student has can be developed into a course for elective credit.

Testing

Achievement Testing

Although it is not mandatory, Stanford Achievement Test10 is available to all CVCA students. Yearly testing is not required for private schools by the state of California. The specific testing dates are posted on the website in February; testing takes place in late spring. Testing is a parental decision that needs careful consideration. The pros and cons of testing are too numerous to discuss here. A yearly seminar is offered to address testing concerns. There is an additional charge for testing.

High School Testing

CHSPE (California High School Proficiency Exam) can be taken by any student 16 years old or older or in the second semester of his or her sophomore year. The CHSPE is viewed as an equivalent to a high school diploma only in California. Federal agencies, the U. S. military, or other states may or may not recognize the exam as a diploma equivalency. Several advantages to passing the CHSPE are: 1) students do not need a work permit to work; 2) students can take unlimited number of college classes at the community colleges and 3) students who are 16 years old are exempt, with parent permission, from mandatory school attendance.

CAHSEE (California High School Exit Exam) is not a high school graduation requirement for private schools. By law private schools are forbidden to administer this test to their students.

College Testing

PSAT (Preliminary Scholastic Aptitude Test)

The PSAT is given on one specific date each October. Look for information on the website in late spring. It is usually taken in the junior year but can be taken any time during high school. Many educational experts and parents encourage college bound students to take the PSAT as practice in their freshman and sophomore years. This test has two purposes: 1) practice for the SAT I test and 2) used as a basis for granting National Merit Scholarships when taken in the junior year.

SAT I (Scholastic Aptitude Test) www.collegeboard.com

The SAT I, a 3 hour and 45 minute exam, measures academic aptitude in verbal, numerical reasoning, and essay writing ability. The college entrance test is taken on Saturday at the local high schools. It is recommended that a student take the SAT I no later than spring of the junior year or the fall of the senior year.

ACT (American College Test) www.act.org

The ACT measures academic achievement in English, math, reading, and science reasoning and an optional writing test, which some colleges and universities require. Total time is about 3 hours and 30 minutes.

Check with the college of your choice to see which test (SAT I or ACT) they require. The tests are offered 6-8 times each year at public/private schools in the Inland Empire. These tests are administered by outside agencies and all registrations go directly to that agency, not to the local high schools. The easiest way to register is online, but you can also register by postal mail. With few exceptions, all incoming college freshman are required to take one of these test.

Many college scholarships and some government financial aid are based solely on these test scores. Preparation books and computer programs can be purchased in local bookstores. Also, colleges offer preparation workshops for a fee. But the best preparation is strong math, science, composition, and literature coursework.

Work Permits

Work permits are issued to CVCA students who are in good academic standing and have been offered employment. Once a job is offered, contact the school office and request the form, Statement of Intent to Employ and Request for Work Permit. The student, parent, and employer will each complete the appropriate section and return it to the school. Then, CVCA will issue the work permit.

All work permits expire five days after the traditional school year begins. No work permit request will be granted if the student's previous academic quarter's GPA is below a 2.5 or if he received a failing mark (F) the previous quarter. An issued work permit will be revoked by the administrator or high school advisor if the student earns below a 2.5 GPA or a failing mark in any quarter. In addition, if a student changes employers a new work permit must be issued.

Transferring to the Public School

CVCA students have been able to transfer to the public high schools in San Bernardino County. This could change at anytime and without warning. With the increasing emphasis on meeting state standards and Common Core by the public school, CVCA anticipates increased resistance with the public school accepting course work from private unaccredited schools. Parents need to be aware that once they begin to homeschool their teen, they may be making a commitment to educating their student throughout high school. Consider the following:

- Bible credits are rarely accepted.
- Public schools require a course in health.

- Both fine arts and a foreign language might be required.
- Some schools only accept credits for a subject in certain years.
(e.g., government is often required in 12th grade).

Required High School Forms

Course Description Form

One course description form is required per course for each student. We are required by law to keep on record all courses our students are taking; therefore, one course description is required for each high school course being taught. If a class is being taught by a tutor or outside instructor a course description is still required. Complete the top portion of the CVCA course description and attach the syllabus. If your student takes a course at the community college, submit a course description form with the title of the college course, number of units, and beginning and ending dates for the class. The parent is responsible to turn in the final grade given by that instructor.

Course descriptions are due by August 20th, for returning CVCA families and for new families that registered on or before July 1st. New families registering after July 1st will be given a later due date for submitting course descriptions.

It is mandatory that course descriptions be done prior to beginning your school year. A \$25.00 late fee will apply to all course descriptions postmarked after August 20th.

How can you begin school when you don't know what resources you are using or how you are going to evaluate your student's work? CVCA offers several workshops in the spring and summer to help you fill out the course descriptions. Take advantage of these.

Course Update Report and Request for Withdrawal From

It is mandatory that you notify CVCA if you drop a class, add a class, or change your approach or grading criteria. Send the appropriate form as soon as you make the change.

If a student withdraws from a class before the first quarter reporting deadline, no record will be shown on the transcript. If a student withdraws after the first quarter reporting deadline a WP (withdraw passing) or WF (withdraw failing) will be recorded on the transcript, but no credits awarded.

High School Quarterly Progress Report and Report Card

This form combines into one form a report card and a progress report evaluating the goals you stated in the course descriptions. These are due quarterly, usually one week after the 1st and 3rd quarters and two weeks after the 2nd and 4th quarters. Due dates are posted in several places on the CVCA website and on the "Meeting and Report Schedule," which is included in the registration packet. There is a \$25.00 fine for quarterly reports postmarked after the due date.

If you have not finished the quarter's work stated on your course descriptions, send the report anyway. You can make the proper notations. We all experience times when we do not reach our goals. All course work for a specific school year must be completed and a quarterly progress report and report card sent to the school by August 30th of that school year.

High School Summer Report Card

If you are teaching a separate session (class or classes) in the summer, you will need to complete a summer report card. This is not necessary if you are on a year round schedule or if your student is completing spring semester work in the summer.

High School Elective Log

In addition to the course description, the elective log is required for any class in which credit is given for time invested. The logs are turned in quarterly. At the end of each quarter, total the accumulated hours. Note accumulated hours on the quarterly progress report and report card.

High School P. E. Log

A P.E. log must be maintained and turned in with the quarterly progress report and report card. It is required that students do a minimum of 40 minutes, three days a week for nine weeks. All eighteen weeks (2 quarters/1semester) must be filled in with P. E. activities for the student to get credit for the semester.

High School Lab Log

A lab log is required for all sciences that were indicated as a lab science on the course description. The lab log should be turned in when the student has completed the science course, usually at the end of the fourth quarter. At the end of each quarter, please indicate on the high school quarterly progress report and report card all completed labs.

Attendance Record

The attendance record is the individual student record. It is an NCR form. Indicate days present. At the end of each quarter, remove the bottom copy and send it with your other required forms.

Instructions

Course Descriptions

Course descriptions are required by law to be kept on file at the school office. Each course requires a separate course description form. Unlike a more formal school setting, each teacher at CVCA has the freedom to choose his or her own curriculum. It is possible for us to have ten students taking U. S. History and all 10 using different textbooks. On the course description include projected progress for each quarter in pages, chapters, units and/or lessons. If using more than three resources attach an additional sheet of paper listing the remaining resources. The main purpose of the course descriptions is to set expectations for the student. Parents must be familiar with the course material and criteria for grading. A great course description is one in which the student and teacher know specifically what is expected of him/her and how he/she will be graded. Students are limited to eight courses each semester.

New parents to high school at CVCA (at least the teaching parent) must attend our high school workshop in the spring. It is announced in the newsletter. New families enrolling after July 1st will receive a letter announcing the mandatory high school workshop. There is an additional charge for

the summer workshop. In the workshop, all directions are given, including how to fill out the course descriptions. If after attending the seminar you have other questions, please call the office. We will be glad to set up an appointment with you and the high school advisor.

Quarterly Progress Report and Report Card

This combination form will not go into your student's cumulative file; it is kept in our school files. The course and grade information will be transferred onto the student's transcript by the registrar. Please fill in the form completely. Your best guide might be to ask yourself, "What did I say my student would do?" This information will be on your course description. Then ask yourself, "What did he accomplish this quarter?" This information will be entered on the quarterly progress report and report card. Information to include could be: test and quiz grades, projects, papers, books read, etc. Write as concisely as possible. Other comments might include strengths, weaknesses, or improvements. Write the quarter grade on the appropriate space. Don't forget the semester grade for second and fourth quarters. Be advised that first semester's grade is the average of 1st and 2nd quarter's grade and second semester's grade is the average of 3rd and 4th quarter's grade.

The quarterly progress report and report card must be turned in by the due date each quarter. There is a \$25.00 late fee. If you have not finished a quarter's worth of work (late registration or incomplete work by your student), make a notation and write "I" (incomplete) and send it in by the deadline. All incompletes must be converted to a letter grade by August 30th of that school year. It is imperative that each report card reflects what you contract with CVCA for each course. If during this process, you realize you changed your requirements or grading criteria, submit a new course description with your report card.

The grading scale is as follows: A (94-100%), A- (90-93%), B+ (87-89%), B (84-86%), B- (80-83%), C+ (77-79%), C (74-76%), C- (70-73%), D+ (67-69%), D(64-66%), D-(60-63%), F below 60%.

Transcripts

CVCA maintains transcripts for all high school students. An unofficial transcript is mailed to the parents after the end of each academic year. It is important that the parents review this transcript. It is difficult to correct an error on a transcript after time has past. For an official transcript include name, address, and fee with request. Please allow 5 school days for a transcript to be sent.

CVCA will use the following scale on the official transcript: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3) C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0.0). Using a P/F (pass/fail) grading scale is strongly discouraged and it will need prior approval from the high school advisor. Please note that P/F can not be used for a college preparatory course or high school graduation requirement.

Finally, in the unusual case when an I (incomplete) has been given for a course, the I (incomplete) will be changed to an F (fail) unless the teacher/parent has reported the grade earned to the registrar by August 30 of that current school year.

College and Technical School Planning

It can not be emphasized enough that planning is essential. The responsibility rests on the parents and students for college preparations. It is not within the scope of this handbook or CVCA to exhaust this subject. The following areas need to be explored before your student's junior year:

- required high school course work
- college testing SAT/ACT
- financial aid (**home schooling may effect your student's eligibility for certain grants, loans, and scholarships**)

There are several college fairs in the fall. These fairs are posted on the CVCA website, and you should attend. You can receive valuable information about colleges, as well as financial aid information, in just one evening. In addition, CVCA offers a yearly "Preparing for College" seminar.

Classical Education Track

CVCA will be offering Classical Education courses for Middle School and High School students. These courses are intended for students pursuing careers that would benefit from classical education training. These courses are intended to have more rigor than other courses we may offer, and may be taught with the Socratic style of teaching. Students who choose the Classical Education Track will need to meet with the Education Advisor. Students will need to maintain a 3.0 GPA or higher. More CE courses will be added over the next few years. To see our CE courses please go to the CVCA website <https://citrusvalleychristianacademy.net>

Closing

Do you think we have made educating a high school student seem complicated? We have tried to balance accountability and the state education code with God's wisdom and direction (the most important) for your student. Never, never discount God's guidance. This supplement is not law, nor was it intended to be, and if God is leading you to teach a course that does not "fit in" to our process, talk to the administrators or high school advisor. We believe prayer and God's wisdom are the essential ingredients. He is faithful.

Citrus Valley Christian Academy Graduation Requirements

These are the minimum for high school graduation. College bound students must have a more comprehensive course of study.

Subject	9 th grade	10 th grade	11 th grade	12 th grade	Credits Required
English					30 credits (3 years)
Math					20 credits (2 years) Algebra 1 required
Science					20 credits (2 years)
World History/ Geog. and Cultures					10 credits (1 year)
U.S. History/ Geog.					10 credits (1 year)
U.S. Government/Civics					5 credits (1 semester)
Economics					5 credits (1 semester)
Visual and Performing Arts or Foreign Language					10 credits (1 year)
P.E.					20 credits (2 years)
Health					5 credit (1 semester)
Electives:					105 credits (21 semesters @ 5 credits each)
Total Credits					Total Required: 240
Accumulated Credits					

College Planning Chart

Contact the colleges of your choice for *exact* entrance requirements.

Subject	9th grade	10th grade	11th grade	12th grade	Credits Required
English					40 credits (4 years) American World, and British Lit...
Math					30-40 credits (3-4 years) Algebra I, II, Geometry and higher math
Science					20-40 credits (2-4 years) Lab sciences –biology, chemistry, physics, A&P, botany, etc...
World History/ Geog. and Cultures					10 credits (1 year)
U.S. History/ Geog.					10 credits (1 year)
U.S. Government/Civics					5 credits (1 semester)
Economics					5 credits (1 semester)
Foreign Language					20-30 credits (2-3 years) same language
Visual and Performing Arts					10 credits (1 year) dance, drama, music, visual art
P.E.					20 credits (2 years)
Health					5 credit (1 semester)
Electives:					25-65 credits

Total Credits					Total Required: 240