

### **III. Regina Caeli Academy Independent Study Program Policies**

#### **Regina Caeli Academy Independent Study Program:**

- Is a program for Catholic and non-Catholic families using independent study programs to educate their children within their home.
- Recognizes parents/faculty as the primary educators of their children.
- Sanctions the uniqueness of each family and individual child/student.
- Guides and monitors its families' education programs under an Independent Study Program Agreement signed by the parents.
- Provides record keeping, curriculum counseling, and support for families registered in the Program.
- Maintains permanent cumulative student records in the school's file cabinet. Request for past school records are done by the parents of Regina Caeli Academy Independent Study Program as soon as possible after we receive your registration forms.
- Cooperates with other schools in transmitting permanent records to them upon request. We expect that any private school requesting records will have an affidavit on file with the State.
- Provides sample curriculum guidelines and typical Scope and Sequence of courses included in the Parent/Faculty Manual. Grade levels are indicated as a reference point for typical public school students.
- Provides communications, educational and social interaction opportunities for families, faculty and students.
- Operates under the provision and in accordance with California Education Code Sections 33190 and 48222, filing a Private School Affidavit with the state of California.

#### **Verification of School Attendance**

- Verification of school attendance is based on parents' keeping school records current with:
  1. timely registration
  2. course of study on file
  3. current progress reports, attendance records and report cards
  4. participation in the faculty meetings.
- Due to the ambiguous political legal position of independent study programs, it is understood that Regina Caeli Academy cannot offer any legal immunity and is only providing school services.

#### **Withdrawal Procedure**

To withdraw from Regina Caeli Academy Independent Study Program, it is necessary to notify the office in writing. All fees and forms are required until we receive your withdrawal notification. Cumulative records will be forwarded when all fees are paid and upon our receiving an official request. If you (rather than another school) are requesting these files, you should request from the school registrar a blank form to use. We have no room for permanent storage. You must retrieve your records from our files within three months of withdrawal or Regina Caeli Academy may be required to forward them to the county district office. There are no refunds on any fees.

#### **Transfer Students**

We welcome students transferring from another high school, public or private and we

will accept the credits on their transcript. We will accept parent's transcripts for students that have been independently homeschooled, as long as that parent can fully document courses and grades. Students must be in good standing with their previous school. We will not accept students that have been expelled or have had any legal, disciplinary, or truancy problems with their previous school. Cumulative records will be review for any problems.

#### **IV. Parent / Faculty Policies**

##### **Parents/Faculty:**

- Recognize that it is their primary responsibility to diligently and consistently educate their children.
- Are responsible for the actual Course of Study for their children, and may choose to create their own curriculum or select from established courses.
- Have the responsibility to send to the Academy reports in a timely fashion.
- Will provide at least **51%** of instruction to their own children.
- May team teach with other families.
- Will recognize when hiring a tutor that there is a state requirement to have all non-credential teachers finger printed.
- May choose traditional or year round school calendar.
- Attend mandatory Parent/Faculty Meetings.
- Will help with school activities to the best of their ability such as field trips, etc.,
- Join California Homeschool Network (CHN) **OR** Home School Legal Defense Association (HSLDA) and provide the Academy's Independent Study Program with a copy of their acceptance letter or current membership card.

##### **Parent/Faculty meetings will alternate:**

- Designed to be of educational service to Academy parents/faculty,
- Planned to vary in topics, guest speakers and location.
- Opportunities to assist parents/faculty with curriculum and lesson planning.

##### **Quarterly Attendance, Progress Reports and Report Cards**

- Regina Caeli Academy Independent Study Program will begin the School Year on or near September first.
- Each family may choose its own teaching / vacation days for traditional or year-round education.
- Attendance and Progress Reports/Report Cards are on a year round basis with each attendance report covering three months. Progress reports or report cards are due on a semester basis as is determined by the parent teacher.
- Quarterly/semester progress evaluations or report cards and attendance records for each student must be returned to the Academy by the due dates given:
- First Quarter Attendance Report ..... due between October 30<sup>th</sup> and November 15<sup>th</sup>.
- Second Quarter Attendance Report /First Semester Progress Report ... due between January 15 and Jan 30<sup>th</sup>.
- Third Quarter AttendanceReport ..... due between April 1<sup>st</sup> and April 15<sup>th</sup>.
- Fourth Quarter Attendance Report/Second Semester Progress Report ....due by June 15<sup>th</sup>.
- Summer Quarter Report... (optional) due by August 30<sup>th</sup>.

Revised 4/11/2008

- Missing quarterly attendance and progress reports may result in notice of withdrawal from the Regina Caeli Academy Independent Study Program. Two missed reports qualifies for a fine of \$25 per student plus submission of the missed reports or dismissal from the school.
- A Report Card with standard grades required for each High School student each semester.

## **V. Academy Services**

- School records are kept by Regina Caeli Academy.
- Parents will have transcripts sent to Regina Caeli Academy.
- Faculty status for teaching parents.
- Teaching qualifications must be on file.
- Regina Caeli Academy student status for registered school age children
- Program and Policy Program Agreement.
- Forms provided for required record keeping:
  - Course of Study Form
  - Faculty Educational Qualification Form
  - Semester Progress Evaluation Forms
  - Quarterly Attendance Record Forms
  - Annual Report Card Forms
  - Diploma for 12<sup>th</sup> High School Graduates
  - Transcript Creation Service for an additional \$25 fee per student per year
  - Teacher and Student ID cards for an additional \$2.50 per card per year
- Families have flexibility to teach year round or traditional school year.
- Attendance records indicate all days either:
  - - (V) vacation
  - - (W) weekends
  - - (H) holidays
  - - (A) absent
  - - (X) present
- 175 days of education is the State requirement for public schools. Parents should strive to teach at least these number of days throughout the year.
- Parent / Faculty Manual with policies and procedures.
- Curriculum and Resource Assistance through our Educational Consultants.
- Scope and sequence for the typical kindergarten through twelfth grades.
- Resource lists for curriculums, and homeschooling textbooks and publishers.
- Parent/Faculty Education Meetings
- Maintenance of school website with the latest educational resources.

---

Signature of Parent(s)

Date

*I accept these policies.*