

## **Dear Celebration Academy High School Parents,**

Celebration Academy requires that all parents teaching high school at home to their children, who have their students enrolled in Celebration Academy, have a full understanding of our mission and vision for private, Christ-honoring, home, parent-lead, discipleship-style education of the whole child all the way through 12<sup>th</sup> grade. It is therefore essential that all parent teachers read through Celebration Academy's High School Teacher's Guide. It is currently available in our Yahoo Files and will be in our IO files over the summer, and additionally can be sent to you via email at your request.

We ask you to please read the Guide, read this document summary and then **sign** at the bottom of our policies page and at the bottom of our high school handbook section (both are attached below) and **submit the 2 signed pages with your registration**. Partnered members only need to sign and submit the policy page.

## **Recommended Resources for Navigating High School at Home**

It is highly recommended that all teachers with high school students refer frequently to HSLDA's Homeschooling Through High School newsletter, web page, and brochures. Additionally, it is very important to purchase, read, and make frequent reference to CHEA's High School Handbook. We also highly recommend Denise Boiko's Homeschooled and Headed to College book, as an excellent source if your student hopes to attend a 4-year college directly after graduation. The **College Board** website is also essential for information on SATs, PSAT, majors, careers, understanding AP classes, college admissions, and doing college searches. Have your student begin exploring this website in 9<sup>th</sup> grade and teachers should also become familiar with it at the onset of teaching high school.

## Home Education Outsourced Class Policy

Throughout 1<sup>st</sup> -11<sup>th</sup> grade, ALL enrolled members (including partnered members) should be learning at home, with their parent as their primary teacher, for at least 50% of their overall credits each year. During 12<sup>th</sup> grade, students may use outsourced teachers for up to 65% of their credits, at the parent's discretion. We are a private, Christian, Home Educating PSP and Support Group, with discipleship as a primary goal and method of relaying life information to our students. Be prayerful and purposeful of any classes selected by you to take your place as primary instructor in the educational process. We encourage you to take full advantage of the short 18 years you have with your child as your disciple in your home and under your authority, raised with Biblical convictions and abundant love. A class is considered 'outsourced' and not taught by a parent if it meets **any 3** of the following criteria:

1. Student is learning outside the home from another instructor more than 2 hours each week.
2. The curriculum is selected by someone other than the parents and how the curriculum is covered is determined by a non-parent.
3. Class is taught with primarily non-siblings and moves at a pre-determined, not individualized pace, so that if student misses a week, that specific week must be 'made up'.
4. Non-parent decides grading criteria, gives assignments, administers tests, corrects assignments, and gives grades. If another teacher has authority over 3/5 of these tasks, count this (4.) as criteria met for outsourcing.

If any 3 of these 4 criteria are met, the course is not part of the 50% required for Home Education, parent-directed classes.

Here are a few recent and new **policy updates** which should be noted and understood for the upcoming academic year.

- To be eligible for the Celebration Academy Scholarship upon graduation, student must have been a member of Celebration Academy all 4 years of high school.
- Participation in our Graduation Ceremony is by mutual consent, and senior student must cooperate and communicate respectfully with all volunteers in order for our celebration to honor God with unity and thankfulness.
- Graduation Ceremony is dependent upon parents with students in 7<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade volunteering their time before, during and/or after the ceremony. Please sign up for your first choice of committee to work with. You will find the Graduation Volunteer document as part of the registration documents. If your student will not participate in graduation this year or next, you do not have to volunteer in this manner.
- Families may not join for the first time or rejoin the Academy teaching and graduating their 12<sup>th</sup> grade student if they were not members already. All families must be members of the Academy at least teaching 11<sup>th</sup> and 12<sup>th</sup> grade while members, in order for their senior to graduate with Celebration Academy in 2019 and beyond.
- During Senior year (only), up to 65% of the student's classes may be 'outsourced', at the parent's discretion.

We have read and understood the above policies regarding outsourced courses and we agree to support and abide by these policies for our students enrolled in Celebration Academy. We have also read and do support the policy updates related to teaching high school and our seniors participating in the graduation ceremony.

Parent Signatures: (Father) \_\_\_\_\_ Date: \_\_\_\_\_

(Mother) \_\_\_\_\_ Date: \_\_\_\_\_

# Celebration Academy High School Transcript Requirements

(Updated 4/20/18)

*Using a Celebration Academy Transcript requires that the following details are attended to:*

- Student must graduate with 220-280 credits. On average, each year about 60 credits should be earned. At the end of each year, the transcript should reflect cumulative number of credits earned plus cumulative GPA. If 280 credits are exceeded this must be due to highly rigorous academic courses being taken in order to attend a select University, these credits should not be excessive elective courses. 1 credit=15 hours of work/learning/skill development at a high school level, so that 10 credits=150 hours & 5 credits=75 hours.
- No student may graduate from Celebration Academy who has not met the minimum High School Graduation Requirements set forth by California in Ed Code Section 51225.3 as reflected on the Graduation Requirement Checklist found in our High School Teacher's Guide.
- **Bible** should be an elective each year, with 20 credits as the minimum, so 5 credits across 4 years is acceptable. As with all courses, be sure your Course Description clearly explains what will be taught, using what materials, and what will be required of the student in order to earn the credits. Attending youth group, very short Bible devotions or short Bible reading daily will NOT equal 5 high school credits per year. This should be taught as a Core Elective Course so take it seriously, train, disciple, challenge your student in their faith and in their Bible knowledge and Worldview.
- All Course Descriptions must clearly indicate WHY and HOW the class deserves its designated credits. It is your explanation/evidence of all that is taught and should coincide directly, explaining all that is covered and is required of the student. At the end of each year, update the course descriptions so that they accurately reflect what was covered during the course, editing and highlighting topics and learning achieved and accomplished. If you submitted a course description in August, but then did not teach the class at all, as reflected on your transcript, this course description will be disregarded in order to keep the student's file neat and concise.
- High School **English** classes must include for each course: literature, composition, vocabulary development, grammar and an appreciation and use of English language (speaking and listening). Each such course would be equivalent to 10 credits. If a class focuses solely on one aspect, composition OR literature, it is likely that it will not earn 10 credits. English electives may be taught which focus more on one element: Speech/Debate, advanced research papers, journalism/editing, creative writing etc. but these should be in addition to your 3 required core English classes taught to each student, and some of these might earn less than 10 credits each year. Note that 3 years of reading and writing (English) is required, 4 years prepares them for LIFE.
- Every transcript should list Algebra 1 for 10 credits, plus one other **math** course *after/beyond* that. The exception is if Algebra 1 was completed during junior high, in which case it will not appear on the transcript but will be implied by the listing of Algebra 2 and other more advanced math courses on the transcript. If the student takes Pre-Algebra during 9<sup>th</sup> grade, this is not a core high school level course, and it is recommended that it count as 5 credits, even if it takes 9 months to complete. Note that at least 2 years of math (Algebra 1 and above) are required, 3-4 year's is best, with one math level completed each year.
- If your physical **science** and/or your biology course include significant lab work, indicate this in the title—Biology with Lab. Note that at least 2 courses are required, 3 is better, 4 is great. High school level Biology is often first.
- 4 core courses are required in **history**, which will be equivalent to 30 units at a minimum. Please note that a World Geography Course alone is not sufficient to meet this requirement, but must include World History. Both Economics and Civics/Government must equal 5 credits each, but may be supplemented and extended so that

they both equal 10 credits each. Note that there are 3 specific years (4 courses) of history required, and the 4<sup>th</sup> year would be an elective of your choice.

- Celebration Academy requires at a minimum, both 10 credits of a **foreign language** and 5 credits of performing/visual arts. 20+ credits of the SAME foreign language is recommended, 3 is best. Starting in junior high is ideal for getting language established and completing one full high school year during 7<sup>th</sup>-8<sup>th</sup> grade. If your student has taken foreign language classes during elementary or junior high and you wish to utilize all the courses on the transcript for credits, designate them as (for example) Spanish 1, Spanish 2, and Advanced Spanish and use asterisks to note what years these courses were completed. To be equivalent to high school level courses, you will need to bundle together several courses to match what would be expected in one high school level course.
- 20 credits of **Physical Education** is REQUIRED! Students should be learning and practicing throughout their 4 years of high school that physical activities are conducive to health and vigor of mind, body, even spirit. Ideally, these 20 credits will be spread out across all 4 years, awarding 5 credits per year. For students involved in sports which in hours would (even far) exceed 150 hours per year of exercise, it is still advised that you award only 5 credits per year. The exception would be if your student is marketing themselves to a University as a student athlete AND they lacked credits in other Elective areas, then 10 credits could be used each year.
- When calculating GPA you can include these 20 credits of PE, UNLESS the requesting institution asks for an Academic GPA, then you leave out PE and some other elective credit points (usually designated by the institution).
- 5 credits of **fine arts** are required. However, if emphasizing your child as an artistic student who will be pursuing an art degree, it's fine to have 60-70 art credits on the transcript, as long as all the other cores above are also covered.
- Lay out the transcript so that it is VERY easy to read and understand. Course titles should be easily recognized, and be appropriately descriptive to the course. Classes should 'line up' across semesters and years so an institution looking at the transcript will not have to 'search' to see if 3 English classes were taught, what math was taught, etc. Every year should be listed consistently by topic whenever possible, and Academic Courses should be listed first, with electives following that. The exception would be if you wish to list Bible first, then core academics, followed by other electives. Example for imagining this **both semesters of 9<sup>th</sup> and 10<sup>th</sup> grade** might look something like this as you glance across the page:

| <u>9<sup>th</sup> Grade- 1<sup>st</sup> semester</u> | <u>9<sup>th</sup> Grade- 2<sup>nd</sup> Semester</u> | <u>10<sup>th</sup> Grade- 1<sup>st</sup> Semester</u> | <u>10<sup>th</sup> Grade- 2<sup>nd</sup> Semester</u> |
|--|--|---|---|
| American Lit & Comp                                  | American Lit & Comp                                  | World Lit & Comp                                      | World Lit & Comp                                      |
| Biology with Lab                                     | Biology with Lab                                     | Chemistry with Lab                                    | Chemistry with Lab                                    |
| Algebra I  | Algebra I  | Geometry  | Geometry  |
| American History                                     | American History                                     | World History   | World Geography                                       |
| Spanish IIA  | Spanish IIB  | Advanced Spanish                                      | Beginning Latin                                       |
| Bible Worldviews                                     | Bible Worldviews                                     | Bible: Old Testament                                  | Bible: New Testament                                  |
| PE: Swimming   | PE: Biking & Hiking                                  | PE: Swimming  | PE: Martial Arts                                      |
| Intermediate Piano                                   | Piano Performance                                    | Art: Drawing  | Logic & Critical Thinking                             |

- In the description above, this would likely be equivalent to around 140 credits across the 2 years, depending on how much is required in each course. You can see how counting PE as 10 credits per year elevates the credit count unnecessarily, even if more than 75 hours is spent on physical activity throughout the year.
- No class should ever be listed for which a student received less than 2 credits. Such classes likely can and should be 'bundled' with another course or with similar courses across the years and be recorded in one place and as one course earning 2+ credits. Add this small 'course' onto the Course Description of the larger more general course. If one course worth 5 credits was spread out across the year, you may designate it at 5 credits during the semester it was completed, 2 credits first semester and 3 the next, or as 2.5 each semester. Some short and

simple courses may need to be disregarded on the transcript or could be listed as an Interest, Hobby, or Activity at the bottom of the transcript.

- You as the parent have responsibility for designating a transcript which well represents your student and the education they have received. If you do not wish to comply with these requests for graduation from Celebration Academy, please file your own affidavit in October of your student's graduating year, so that they graduate from your own private school and the transcript will then come from there, reflecting your own ideas of requirements, and it will not be issued by Celebration Academy. This is perfectly acceptable if it is your wish!
- All high-school courses which will apply toward graduation and be reflected on the student's transcript must be completed by 4<sup>th</sup> quarter end (usually mid-June) of their 12<sup>th</sup> grade year. No 5<sup>th</sup> quarter option is available after 'graduation'.
- Transcripts may need updating or refreshing during the summer, as recommended by the Record Custodian upon review. If you are asked to edit or explain a section of your student's transcript, please submit the updated version by the August due date for Back-to-School Paperwork, unless requested to resubmit sooner.
- Requests via phone or email for the Academy to mail or email your student's transcript to a requesting Institution, MUST be made 7+ days in advance of the submission deadline. Please do NOT request an official or unofficial transcript to be sent for your student at the last moment. Please be courteous and considerate of our volunteer record custodian's schedule and her own family's schooling and life demands.

### **Concerning concurrent enrollment classes taken at a junior college**

- 1.5-2 unit courses (you may) simply double for high school credits, so 3- 4 credits given.
- 3 unit courses=5 credits or 1 semester worth of work
- 4 unit courses= 5-7 credits, depending on number of prerequisites to get into course, and level of difficulty. All *introductory level* courses which are 4 units should be counted as 5 high school credits. If a Lab is involved, you can count as 6-7 credits.

### **A Few Additional Notes regarding teaching High School:**

- Parents should be prayerful and creative when planning out each year of their student's high school years in order to prepare your student for life and for real living in community. Teach literacy, history and citizenship, a strong work ethic, job skills, interpersonal/relational skills, health, special interests and skills, to set them apart and give them direction. Use all 4 high school years to disciple and train up your children!
- We want our students to graduate being well-read, informed about our history and the world around them, knowing Truth from lies, having a Biblical Worldview, knowing the value of service to others and how to persevere through challenges. So, plan the most rigorous high curriculum you feel they are capable of mastering
- 240 credits of solid courses is a good goal. 240-270 is good overall goal to complete in high school. You know your student best and the level at which they should be challenged. Please, look and plan beyond minimal requirements, in order to well-educate your student.
- Encourage your student's passion as well. Allow them to pursue subjects that delight them. Developing a passion, specialization and unique interests and experiences set your student apart for future job opportunities, college applications, scholarships and career direction. Give them time, tools and then credits for pursuing non-academic subjects as well as the core academics.

- Think about outside documentation that your student may need which will reflect upon their homeschool grades given by mom. Outside/other teachers, letters of recommendation from community leaders, and standardized tests (including good scores on AP tests or passing CLEP exams) are all good sources of ‘outside documentation’ to validate student’s transcript.
- Ignoring high school standardized tests can backfire. Have them take practice tests online and decide if they are best suited for ACT or SAT. (They are now more similar than before, however). PSAT in 10<sup>th</sup> & 11<sup>th</sup> grade is a good idea for practicing test-taking. Good to take one or other spring of 11<sup>th</sup> grade and early fall of senior year for scholarship and college applications.
- Know: SAT subject tests are easiest, AP exams are harder and usually require an essay, and CLEP tests are testing college material.
- Keep your high school records from the very beginning—excellent course descriptions with lots of detail, update the transcript every June.
- Unless your student is very detail-oriented and organized, be their secretary. Beyond their transcript, work with them to record/ keep a reading list, service and volunteer list, leadership list and a record of all their successes and achievements—athletic, Awana, scouts, sea cadets, etc.
- Keep the post-graduation years before your student—glancing around at the options, keeping doors open for opportunities and blessings. Try to avoid ‘graduating from high school’ as a goal—help your child to look further down the road to higher education, trade-training, apprenticeships, career interests, marriage and family responsibilities, and service in God’s Kingdom through it all.
- To be eligible to participate in graduation ceremonies and be presented with a diploma from Celebration Academy, 8th and 12th grade graduates must have been educated by their parents teaching them in their home for at least 50% of the course subjects/credits for all years enrolled in the Academy, with the noted exception of 12<sup>th</sup> grade. During Senior year (only), up to 65% of the student’s classes may be ‘outsourced’, at the parent’s discretion.

**Full Members and PWO members, please note:**

- All Back-to-School Paperwork will now be due earlier than in years prior—Monday August 20<sup>th</sup> 2018 is the deadline to submit the paperwork for the 2018-19 Academic Year.
- Seniors must plan and complete a minimum of 40 credits of high school coursework, which will be reflected on their Academy transcript for 12<sup>th</sup> grade, in order to be considered still enrolled in high school, and in Celebration Academy.

As Full or PWO members, we have read the above Transcript Requirement Information in addition to the information regarding teaching high school students enrolled in Celebration Academy. We agree to support and uphold these requirements.

➤ **Parent Signatures:** (Father) \_\_\_\_\_ Date: \_\_\_\_\_  
 (Mother) \_\_\_\_\_ Date: \_\_\_\_\_