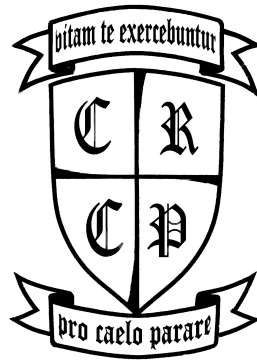


# Canyon Ridge Christian Prep Member Handbook



Home School Support Group  
&  
Private School Satellite Program

A Ministry of the  
Fallbrook Seventh-day Adventist Church

1200 Rainbow Valley Blvd  
Fallbrook, CA 92028  
760-723-7733  
Lnfent3@gmail.com  
[www.canyonridgechristianprep.com](http://www.canyonridgechristianprep.com)

# Table of Contents

## Introduction

Statement of Faith .....	4
Mission Statement .....	4
Educational Philosophy .....	4
What is a Home School Support Group? .....	5
What is a Private School Satellite Program? .....	5
Canyon Ridge Christian Prep PSP Qualifications .....	5
Limitations .....	6
Responsibility of the Family .....	6

## Membership Information

Membership Plans .....	7
Membership Requirements .....	8

## Registration

Forms and Documents .....	9
Tuition and Fees .....	10
Submission of Records (PSP) .....	10
Teacher/Student ID Cards .....	11
New Member Consultation .....	11
Late Registration .....	11
Withdrawing .....	12

## Code of Conduct

Code of Conduct .....	13
Standard Operation Procedure for Discipline .....	14

## Noncompliance Procedure

California Education Code and Canyon Ridge Christian Prep Member Handbook Compliance .....	15
PSP Contractual Agreement Summary .....	15
Noncompliance Notifications (NCN) .....	15

## **Information and Other Policies**

Member Directory .....	17
Communication .....	17
School Year Calendar .....	17
Teaching Other School-Aged Children .....	17
Parental School Year Assistance .....	18
Drop Off Policy .....	18
Guest Policies.....	18
Background Check.....	18

## **Graduation Information**

Diploma Policy .....	19
Graduation Policy .....	20

## **Administrative Staff and Volunteer Teachers**

Administrative Staff .....	21
Volunteer Teachers .....	21
Credits .....	22

## **Resource Assistance**

Recommended Reading .....	23
Other Resources .....	23

## **Contacts**

Contacts with the Non-Home Educator and Local School Districts/Officials .....	24
---	----

# **Introduction**

## **Statement of Faith**

We Believe

As a worldwide movement, Seventh-day Adventists believe the whole Bible to be God's inspired Word.

Therein, eternal life is freely offered to all believers in Jesus Christ. Seventh-day Adventists believe in the power of the Holy Spirit to transform us into Christ's likeness as we daily follow His perfect example. In loving response to our Creator, we worship on the seventh-day Sabbath. Willingly we extend Christ's Lordship to all areas of life, including personal, finance, recreation and healthful living. With joy we also anticipate Jesus' soon return to this planet to resurrect and receive His family of believers.

Because of this hope, Seventh-day Adventists share with all Christians the compelling mission to tell the gospel story to the entire world.

## **Mission Statement**

To provide information, fellowship, and encouragement to parents who wish to direct the education of their children; to enhance opportunities for a harmonious development of our children's mental, physical, social, and spiritual well-beings; to impress the minds and hearts of our children with the knowledge and love of God while fostering a relationship with Jesus Christ our Redeemer and Lord in preparation for service to the world.

## **Educational Philosophy**

First and foremost we acknowledge our dependence on Jesus Christ. Without His presence in our lives, we cannot teach our children to be upright and model citizens. Second, we accept responsibility for our actions. We understand that our actions are a reflection of what is in our hearts, and thereby a reflection of Jesus Christ.

As home-educating families, we recognize that the family plays the most important role in the education of our children. Deuteronomy 6:5-9 and Proverbs 22:6 are direct commands from the Lord in giving us guidance for the education of our children. We are responsible for the education of the whole child. We seek to give this education by depending on God and seeking His wisdom in the wealth of promises given in the Bible. We also recognize that we cannot always do it alone: there is a need for a support system wherein we can find assistance with various aspects of the education process.

## **What is a Home School Support Group?**

The Home School Support Group (HSSG) will be an avenue for fellowship, support, information and encouragement for parents who home educate their children. It can offer some or all of the following services:

- Fellowship and Park Days
- Field trips
- Parent and Family Seminars
- Events
- Group classes
- Any other activities that members would be interested in organizing

This kind of group is usually led by parents who volunteer to organize any number of the above mentioned activities. Each family pays for their expenses on a pay as you go basis. Those participating divide the expenses for the activities among themselves. Most support groups have a minimal yearly fee that would cover membership, homeschooling insurance and a newsletter listing upcoming activities.

A HSSG does not provide record keeping services and does not file an affidavit (a state of California private school certificate) on behalf of its members. Instead, each member family chooses to file its own affidavit or to file with another established organization. The members are usually considered private school students who study independently and are not enrolled in the same school.<sup>1</sup>

## **What is a Private School Satellite Program?**

A Private School Satellite Program (PSP) is an organized group of home-educating families who file one affidavit (a state of California private school certificate) on behalf of all its members. Each member is considered a private school student. Private schools operate under the provision of the California Education Code Section 48222. Canyon Ridge Christian Prep assists parents with their children's educational program. Each family is in control of their children's educational program by selecting their own methods, materials and, curriculum. This is then put on a contract that is signed by the parents and the Canyon Ridge Christian Prep Administrator.

## **Canyon Ridge Christian Prep PSP Qualifications**

Canyon Ridge Christian Prep has on file with the State of California a Private School Affidavit. The Administrator and member parents each bring qualifications that enhance the quality of education provided to the children.

---

<sup>1</sup> *Leading Home School Groups* by Christian Home Educators Press, Norwalk, California.

## **Limitations**

Canyon Ridge Christian Prep is a legal private school with the State of California. Please be aware that Canyon Ridge Christian Prep cannot guarantee anyone protection from harassment from legal authorities or from legal prosecution. It is mandatory that all PSP members of Canyon Ridge Christian Prep be members of The Home School Legal Defense Association. Canyon Ridge cannot be held accountable for the outcome of any contact by authorities.

## **Responsibility of the Family**

Before deciding to home school, you should:

- Have a conviction for home education.
- Know the legalities of home education.
- Know what alternatives you have.

# Membership Information

## Membership Plans

Families may become members of Canyon Ridge Christian Prep by one of two plans:

### Home School Support Group (HSSG)

The HSSG will be an avenue for fellowship, support, information and encouragement for parents who home educate their children for grades PreK-12. HSSG members will be able to participate in field trips, special events and classes that are offered by Canyon Ridge Christian Prep. HSSG members will file their own affidavit or file with another established organization.

### Private School Satellite Program (PSP)

#### Three Options:

#### ***1. PSP Basic Program for Grades K-12***

Families who enroll their children in the PSP Basic are automatically enrolled in the HSSG. The Administrator of Canyon Ridge Christian Prep will file an affidavit (a State of California private school certificate) on behalf of the PSP members. The Administrator will also collect and keep on file all student records required by the state of California as well as documents required by the PSP.

#### ***2. PSP Transcript Program for Grades 9-12***

Families who enroll their child in PSP Transcript Program are automatically enrolled in the HSSG. In addition to the services offered in the Basic Program, families enrolled in the Transcript Program may also receive course of study planning, academic accountability and transcript support as outlined by the *Programs and Fees* form. High school diplomas are not issued by CRCP.

#### ***3. PSP Limited Program for Grades K-12***

This program is for those families that live in California but live out of the area. Families who enroll their children in the PSP Limited will not be enrolled in the HSSG, but may upgrade to the PSP Basic or PSP Transcript Programs within the first 2 weeks following registration. The Limited Program fee does not include participation in the 8<sup>th</sup> or 12<sup>th</sup> grade graduations. If a member would like their child to participate, they must pay the graduation fee at registration, along with the registration fee. If they decide to participate after registration day, this fee must be paid before the end of the 1<sup>st</sup> semester. The Administrator of Canyon Ridge Christian Prep will file an affidavit (a State of California private school certificate) on behalf of the PSP members. The Administrator will also collect and keep on file all student records required by the state of California as well as documents required by the PSP.

Each PSP member, regardless of program option, is considered a private school student.

## **Membership Requirements**

- Attend an orientation meeting with the Administrator.
- Submit all appropriate forms on time (see Registration Forms and Documents page 9).
- Pay HSSG dues or PSP fees and other dues (see Tuition and Fees page 10).
- All PSP members must join Home School Legal Defense Association (HSLDA).
- PSP enrollment deadline is one week after registration.
- Become a helper by teaching classes, organizing and leading out a field trip or assisting in special events.
- All new families who miss the orientation meeting must attend a new family interview with the CRCP administrator.



# Registration

## Forms and Documents

All beginning school year forms and applications need to be turned in within one week after registration.

### Home School Support Group Forms (Once a Year)

1. Home School Support Group Contract
2. Registration Application
3. Medical Release and Authorization of Transportation Form
4. Liability Release
5. Code of Conduct Form
6. Field Trip Activity Consent and Medical Release

### Private School Satellite Program (PSP) Forms (Once a Year)

1. Private School Satellite Program Contract (Basic, Transcript, or Limited)
2. Registration Application
3. Medical Release and Authorization of Transportation Form
4. Liability Release
5. Code of Conduct Form
6. Field Trip Activity Consent and Medical Release
7. Record of Educational Qualifications (Mother and Father)
8. Proposed Homeschool Year Calendar
9. Course of Study (1 per child)
10. HSLDA Membership Form
11. Read the CRCP Handbook

### PSP - New Enrollment: Additional Forms

If your child is transferring from a public or private school, Canyon Ridge Christian Prep will need the following:

1. Request for Transfer of School Records  
This is your child's cumulative record of education. It should include attendance records and grades for previous years.
2. Copy of Immunization Record or Immunization Waiver Form

If your child has never been enrolled in a public or private school Canyon Ridge Christian Prep will need the following forms (as required by California state law):

1. Copy of your child's birth certificate
2. School Entry Health Checkup Form or Checkup Waiver Form
3. Copy of Immunization Record or Immunization Waiver Form

Immunization Requirements:

**Polio** - Three doses meet requirement for ages 4 – 6 years if at least one was given on or after the 4th birthday.

**DTP** (Diphtheria, Tetanus, Pertussis) - Four doses meet requirement for ages 4 – 6 years if at least one was on or after the 4th birthday.

**MMR** (Measles, Mumps, Rubella) - Two doses either on or after 1st birthday.

**Hepatitis B** – 1st graders require three doses and 7th graders require the immunization if they did not receive it at school entry.

**Varicella** (Chickenpox) – One dose for children under 13 years or two doses if immunized on or after their 13th birthday.

**An additional Tdap immunization booster shot** against whooping cough has been added to the list of immunizations required, unless exempted, for all students in 7th through 12th grades (including those who are being homeschooled under the private school option.)

## **Tuition and Fees**

### **Schedule of Dues and Fees**

Canyon Ridge Christian Prep homeschool year for the purposes of fees and dues is from August through June. The yearly dues and fees are used to cover the homeschool insurance fee, scheduled special events costs, web site costs, teacher/class expenses, and basic administrative expenses. The deadline to pay is upon registration. Visit the website for current prices of dues/fees for the following:

- Home School Support Group (PreK)
- Home School Support Group (K-12)
- PSP Basic (K-12)
- PSP Transcript (9-12)
- PSP Limited (out of area)

### **Payment Plan Option**

For families desiring to make payments, student fees can be paid on a quarterly basis. See Administrator or Treasurer for payment plan schedule.

### **Miscellaneous Fees**

- Field trip costs for students are included in the HSSG and PSP fees. Parents may have to pay an additional fee for certain field trips.
- Certain classes and special events may have additional costs.
- Yearbooks are optional and may be purchased separately.
- Canyon Ridge Christian Prep t-shirts must be worn during classes/field trips and must be purchased separately. Polo shirts are optional.

## **Submission of Records (PSP)**

### **Submission of Records for PSP Basic/Limited**

- Course of Study plans are required at the beginning of the first semester of enrollment each year. It is due by the first Thursday in September for the fall semester. Only submit a new course of study plan for second semester if changes have been made in curriculum or course.
- One parent is required to email the monthly attendance record to the Secretary on the first Thursday of every month September through June.
- Student grades/evaluations are required at the end of each semester. They are due the third Thursday in January and one week after the last day of the CRCP year. Grades must be turned in as hard copies and not e-mailed.

### **Submission of Records for PSP Transcript Program**

- Course of Study plans and monthly attendance follow the same requirements as outlined in the PSP Basic/Limited Program.
- One parent is required to meet with the Academic Advisor during the registration and once each semester as agreed upon by the Academic Advisor and parent.
- Grades/evaluations must be submitted to the Administrator. Course samples will be submitted to the Academic Advisor during each semester meeting. Grades and course samples must be turned in within two weeks of the end of each semester as hard copies and not e-mailed.

### **Course of Study Requirements**

The state of California has the following **minimal** requirements for the Course of Study for each PSP student. It is advisable to include other courses such as Vocational and Technical Education, Applied Arts, and Automobile Driver's Education. Only following the minimal requirements does not guarantee college admission.

- Grades K-8: English, Mathematics, Social Studies, Science, Fine Arts, Health, and Physical Education.
- Grades 9-12: English, Mathematics, Social Studies, Science, Visual or Performing Arts, Foreign Language, and Physical Education

Canyon Ridge Christian Prep requires that each PSP member evaluate each student with a minimal of a pass/fail evaluation on work completed for each semester.

### **Teacher/Student ID Cards**

Canyon Ridge Christian Prep will provide all parents and their children with an official ID card for legal purposes and teacher discounts where available.

### **New Member Consultation**

New members are welcome to contact the administrative staff for information. Arrangements can be made for additional consultation with the Administrator regarding PSP paperwork requirements and state requirements. The Administrator will:

- Meet and discuss home schooling objectives with the new family.
- Acquaint families with Canyon Ridge Christian Prep policies and procedures.
- Explain Canyon Ridge Christian Prep programs and fees.

### **Late Registration**

All families who wish to register after registration day must attend a family meeting with the Administrator before registration is completed.

## **Withdrawing**

If a Home School Support Group member wishes to withdraw from Canyon Ridge Christian Prep, the Administrator must be notified in writing in order to update mailing lists.

If a Private School Satellite Program member wishes to withdraw, the Administrator must be notified in writing. A student record release form will be completed so that student records can be transferred.

# Code of Conduct

## Code of Conduct

First and foremost we must acknowledge our dependence on Jesus Christ. Without His presence in our lives, we cannot teach our children to be upright and model citizens. Second, we must accept responsibility for our actions, by understanding that our actions are a reflection of what is in our hearts, and thereby a reflection of Jesus Christ. In recognition of that, we should behave in a manner consistent with the instructions presented in God's Word.

In respect to the parent, it is often uncomfortable for the adult in charge of an event to discipline someone else's child. With that in mind, the following guidelines are established to assist both the parents and the staff of Canyon Ridge Christian Prep in matters of discipline. Please teach your children the appropriate behavior and attitudes for compliance. Let them know that the adult in charge of any official group activity is also responsible for speaking to them about inappropriate behavior.

1. **RESPECT:** Show respect for authority figures, whether that is a teacher of a class, the person in charge of a field trip, a tour guide on an event, the leader of a game at park day, etc. (See 1 Peter 2:17, Hebrews 13:17)
2. **PREPARED:** On educationally oriented field trips, come prepared to listen attentively with an attitude of learning. The use of headphones and other devices or distracting behavior should be avoided. (See 1 John 22:2, Proverbs 1:5)
3. **ATTITUDE:** Have an attitude of compassion for the differences, needs, or disabilities of others, being sure not purposefully exclude anyone. (See Matthew 7:12, Ephesians 4:32)
4. **SPEAK:** Speak in a manner worthy of the God who calls you. Unkind remarks, teasing, name calling, gossiping, conversation involving inappropriate subjects or language unbecoming of a Christian are unacceptable at Canyon Ridge Christian Prep functions. (See I Thessalonians 2:12, Ephesians 5:4)
5. **ACT:** Act kindly and show respect for others beliefs and property. (Ephesians 4:32, Proverbs 11:17),
6. **BEHAVIOR:** Exhibit self-restraint, by making proper decisions and responding appropriately to situations. (See James 4:7, Galatians 5:22-23)
7. **MODESTY:** Please dress modestly, protect against unnecessary attention and temptations. For example, skirts should cover knees when sitting, shorts should come to knees when standing, no jewelry, makeup, or nail polish. Please use discretion. (See I Corinthians 6:19-20, Philippians 2:3-4)
8. **WHOLESDOME FRIENDSHIPS:** Wholesome friendships are encouraged between boys and girls. However, students should look upon one another as brothers and sisters in Christ and refrain from demonstrating personal affections at all Canyon Ridge Christian Prep functions. (See Galatians 5:24, Ephesians 5:3)
9. **INAPPROPRIATE POSSESSIONS:** The possession or use of alcoholic beverages, tobacco products, illegal drugs, and weapons are not permitted during Canyon Ridge Christian Prep functions. (Noncompliance with this item will result in your family being removed from the current activity, and for second offenses, expulsion from all Canyon Ridge Christian Prep activities.) (See Galatians 5:19-21)

## **Standard Operation Procedure for Discipline**

Canyon Ridge Christian Prep's staff recognize that it is the responsibility of parents to discipline their child/children; however, if any problems/disputes occur during any of our enrichment classes or events, we must implement the following course of action:

1. If made aware of any situation, the Administrator will document, in writing, the date, time, student(s) involved, and a summary of the alleged incident.
2. Parents will be informed, in writing, about the alleged incident. The administrator will contact all parents to schedule a meeting with the parties [student(s)] named. The meeting will be held in a timely manner.
3. We believe it is our role to help our students bring about resolution with one another in a Christ-like manner. By no means do we intend to take the right of disciplining from our Canyon Ridge Christian Prep parents! We will ask each individual to give his/her side of the story and pray with the students, praying for reconciliation between parties. No one will be forced to say, "I'm sorry." "Unless he/she is led by the Spirit to say so!"
4. At no time will corporal punishment be administered! It is not our intent to "take sides"; rather we wish to instill an environment of cooperation, love and forgiveness amongst our school family.
5. The administration, Canyon Ridge Christian Prep staff, and pastoral staff have committed to keep each child and family in prayer, daily, and ask for your prayers that we receive wisdom and direction as we strive to lead/train our children to be citizens for heaven.

# **Noncompliance Procedure**

## **California Education Code and Canyon Ridge Christian Prep Member Handbook Compliance**

It is necessary for all enrolling PSP families to comply with the California State Education requirements along with the Canyon Ridge Christian Prep Member Handbook.

Canyon Ridge Christian Prep PSP and individual families make a contractual agreement at the start of each school year for the PSP to provide the following educational services:

1. Compliance with California Education Code 48222 option 2: Homeschoolers can enroll in a private school satellite program and homeschool through that private school. California Education Code 48222 states the following:
  - a. The instructors must be capable of teaching;
  - b. The instruction must be in English;
  - c. The instruction must be in the several branches of study required in public schools;
  - d. Attendance must be kept in a register;
  - e. A private school affidavit must be filed with the Superintendent of Public Instruction between Oct. 1 and Oct. 15 of each school year. California Education Code 33190, 48222
2. Provide written transcripts upon request.
3. Offer elective educational classes on site.
4. Offer educational support, educational counseling and Christian fellowship.

## **PSP Contractual Agreement Summary**

In order to provide services, Canyon Ridge Christian Prep requires parents to pay a yearly registration fee and to submit the following: a record of education qualification, proposed course of study, monthly attendance sheets, student evaluations, health documentation, copy of birth certificate and documentation of HSLDA membership.

Failure to comply with the Canyon Ridge Christian Prep PSP contract agreement will result in a series of noncompliance notifications leading to loss of PSP eligibility.

## **Noncompliance Notifications (NCN)**

The NCN formally documents failure to comply with the terms of the Canyon Ridge Christian Prep PSP contract agreement. Failures include the following:

1. Failure to complete or turn in all required paperwork outlined on the registration checklist.
2. Failure to turn in the attendance record monthly as outlined.
3. Failure to turn in student evaluations at the end of each semester as outlined.
4. Failure to meet financial obligations.
5. Failure to follow the rules outlined in the code of conduct

**Note:** For failures 1-4, notifications commence 15 days following first missed due date and continue every 15 days thereafter. For failure 5, notifications may be accelerated and commence immediately depending on the circumstance.

Noncompliance Notifications (NCN) will be issued in the following manner:

- **NCN-1** is the first documented notification (written or verbal) to the family that they are out of compliance with the Canyon Ridge Christian Prep PSP contract.
- **NCN-2** is a documented warning letter issued when a previous notification is unheeded.
- **NCN-3** will result in a letter notifying the family of loss of PSP eligibility.



# Information and Other Policies

## Member Directory

Canyon Ridge Christian Prep will provide the phone and/or email addresses of the families enrolled in the group with the purpose of communicating important messages about activities or needs within the group. This list is not intended for business use, and is only to be shared with persons within the Canyon Ridge Christian Prep membership. This is available on our website.

## Communication

The Canyon Ridge Christian Prep staff welcomes communication from all members.

- We ask that email be used when possible because it is least intrusive to busy schedules.
- Please respect home school hours of 8:00 AM – 3:00 PM when calling.
- Pertinent information or changes in information will be sent via email and web site.
- Urgent changes in information will be sent via email and/or phone.
- Please contact the appropriate staff member with your questions.
- General Canyon Ridge Christian Prep questions can be directed to the Administrator at Lnfont3@gmail.com
- Many questions may be answered by visiting the Canyon Ridge Christian Prep website.

## School Year Calendar

The Canyon Ridge Christian Prep calendar is intended to provide overall information of the holidays, field trips, classes, and events during the homeschool year. Information on the calendar may be changed when necessary. In this event, a revised calendar will be available to all members upon request. The Canyon Ridge Christian Prep calendar is available on our website.

- Registration: Fourth Sunday in August
- First Semester: Fourth Monday in August to Second Friday in January
- Fall Break: One week in November
- Winter Break: Two weeks total in December/January
- Second Semester: Third Monday in January to Fourth Friday in May
- Spring Break: One week total in March/April
- Graduation: Varies from last Sunday in May through second Sunday in June

## Teaching Other School-Aged Children

If you are teaching school-age children other than your own children, you must list them in your application. In order to participate in Canyon Ridge Christian Prep functions or record keeping, they must be enrolled and pay the applicable fees. The child(ren)'s parents must have their own HSLDA membership, and submit a copy of the confirmation letter or membership card to the Canyon Ridge Christian Prep Administrator to be held in the family file.

## **Parental School Year Assistance**

We cannot run this program with only the assistance of staff members. We need the cooperative effort and prayers of every family to be a successful group.

## **Drop Off Policy**

Canyon Ridge Christian Prep is not a drop-off program. Since parent volunteers and helpers teach our classes, and coordinate our activities and events, parents and legal guardians are responsible for their children at all times. Families are required to be on the premises together for classes. Sitting in a car or dropping off children is not allowed. In cases of an emergency please see the Administrator.

## **Guest Policies**

We would like to open our activities to others who are seeking support. However, we ask that you make arrangements with the Administrator of Canyon Ridge Christian Prep in advance, when you are bringing guests. If you would like to bring a guest, the parent/guardian of your guest will be required to fill out the *Field Trip and Activity Consent, Medical Release and Transportation Authorization, and Liability Release* forms before participating. See the Administrator for forms.

## **Background Check**

All staff, volunteer teachers and parents must take a short online class called Shield the Vulnerable at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). The goal of Shield the Vulnerable is to raise awareness of and prevent the mistreatment of children. This informative class trains teachers and parents how to spot abuse, neglect, predators, and bullying.

Upon completion of the class, you will be asked to provide information for a background check. If you prefer not to provide sensitive information online, the Administrator can provide a form for you to complete. This will be submitted to the Southeastern California Conference of Seventh-day Adventists. Background checks are required of all staff, volunteer teachers and parents every other year.

# Graduation Information

## Diploma Policy

Canyon Ridge Christian Prep does not issue its own diploma to students in either the HSSG or PSP Basic/Transcript/Limited programs. We respect the right of parents to determine for their student how best to meet or exceed California's prescribed course of study for graduation. Parents are encouraged to determine if/when those requirements and any other of their choosing have been satisfied for graduation.

When parents believe their student has successfully completed the requirements for high school they may purchase a blank diploma to be filled out and signed by the issuing parent. HSLDA is one organization that sells blank diplomas to homeschooling families. All PSP students are encouraged to use Canyon Ridge Christian Prep as the name of their private school.

Below is the California Education Code for grades 9 to 12 for minimum completion of high school. Course work can be completed by both traditional and nontraditional means. Courses may also be adapted to meet the individual need(s) of the student.

Completing only the minimum course work for graduation will not guarantee admission into either private or public universities. If you have any questions concerning university admission requirements please refer to the desired school's university/ college admission policy.

### California Education Code 51225.3.

- (a) A pupil shall complete all of the following while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school:
1. At least the following numbers of courses in the subjects specified, each course having a **duration of one year**, unless otherwise specified:
    - a. **Three courses in English.**
    - b. **Two courses in mathematics.**
    - c. **Two courses in science**, including biological and physical sciences.
    - d. **Three courses in social studies**, including United States history and geography; world history, culture, and geography; a **one-semester course in American government and civics; and a one-semester course in economics.**
    - e. **One course in visual or performing arts or foreign language.** For the purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.
    - f. **Two courses in physical education**, unless the pupil has been exempted pursuant to the provisions of this code.
  2. Other coursework requirements adopted by the governing board of the school district (public schools only).
- (b) The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study that may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a postsecondary institution. Requirements for

graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

The governing board for public schools, local school districts, and the general public will not be made aware of graduation requirements and alternative modes for graduation at Canyon Ridge Christian Prep. Neither will Canyon Ridge Christian Prep or the local public school district etc. specify any alternative modes for completing graduation requirements, as this is the responsibility of the parent.

## **Graduation Policy**

- The date of graduation varies from year to year and may be held the last Sunday in May, the first Sunday in June, or the second Sunday in June.
- The graduation fee is included in the HSSG, PSP Basic, and PSP Transcript registration fees, paid at the beginning of the school year. Anyone in the PSP Limited program wishing to participate must pay the graduation fee on registration day along with the registration fee or before the end of the 1<sup>st</sup> semester. The parental graduation committee will receive a set budget decided on by the CRCP Administrative Staff. Should graduation cost exceed that amount, the parental graduation committee will pay the additional costs.
- Plaques will be presented to the graduates, by the Administrator during graduation.
- There will be a September parental graduation committee meeting chaired by the Graduation Coordinator.
- Graduation rehearsal will be held on the last Thursday in May following the Promotion.
- Senior graduates will wear caps and gowns.
- Cords or medallions are optional, graduate may select desired color.
- Eighth grade graduates will wear appropriate church dress attire.
- All eighth grade and senior graduates will comply with the graduation dress code outlined below.

**Girls:** Mid-drifts must be covered, no tube tops or tank tops, necklines may not exceed two inches from the suprasternal notch, all dresses or skirts must cover the knee when sitting.

**Boys:** Pants must be worn at the waist, appropriate church dress attire.

- All program items must be approved by the Graduation Coordinator, i.e.: musical selections, readings, accolades, aims, mottos, pictures, bulletin, choice of speaker and speeches.
- At any time this policy may be amended by the Canyon Ridge Christian Prep Board of Directors.

# Administrative Staff and Volunteer Teachers

## Administrative Staff

### Administrator

- Selected by the Education Committee of the Fallbrook Seventh-day Adventist Church
- Responsible for leading and guiding the administrative staff
- Person responsible for filing appropriate paperwork with the State of California
- Responsible for reviewing applications and state required forms
- Listed as the contact person for Canyon Ridge Christian Prep

### Secretary

- Records the minutes at Canyon Ridge Christian Prep staff meetings
- Assists in preparing and typing documents and correspondence as needed

### Treasurer

- Keeps record of membership dues/fees
- Receives and disburses funds as the staff directs
- Keeps bookkeeping records for Canyon Ridge Christian Prep funds

### Field Trip Coordinator

- Arranges and organizes field trips
- Responsible for maintaining and collecting field trip release forms for every field trip

### Events Coordinator

- Plans and/or supervises events sponsored by Canyon Ridge Christian Prep

### Secondary Academic Advisor

- Meets with parents and students in the PSP Transcript Program every semester
- Ensures students in the PSP Transcript Program are on track to graduate and are taking classes required by the college of their choice

### Website Manager

- Updates the Canyon Ridge Christian Prep website with current information
- Manages the shared Canyon Ridge Christian Prep photo website

### Yearbook Editor

- Creates teacher and student ID cards
- Creates the yearbook and supervises students, if any, involved in the yearbook

## Volunteer Teachers

- Selected by the Canyon Ridge Christian Prep staff
- Volunteers to give instruction to students in an enrichment class
- Will either supply or be provided curriculum that must be approved by the staff
- All materials purchased will be approved and reimbursed by Canyon Ridge Christian Prep

## **Credits**

Canyon Ridge Christian Prep staff positions will receive a \$75 credit. Volunteer teachers who teach every week will receive a \$50 credit. Staff who also volunteer as teachers will only receive \$75 in credit.

# Resource Assistance

## Recommended Reading

We recommend that parents who are considering home educating their children to read several excellent books. The manual *An Introduction to Home Education* by Christian Home Educators Association is recommended reading for all members. The following books are also highly recommended for anyone considering home education:

1. Beatty, Susan & Karen Woodfin Middleton. (1983, 2004) *An Introduction to Home Education*. Christian Home Educators Press, Norwalk, California. [www.cheaofca.org](http://www.cheaofca.org)
2. Moore, Raymond S. & Dorothy N. Moore. (1994) *The Successful Homeschool Family Handbook*. Thomas Nelson Inc., Nashville Tennessee. ISBN 0-7852-8175-4  
[www.moorefoundation.com](http://www.moorefoundation.com)
3. Shewmake, Judy. (2005) *The Adventist Home Educator Handbook*. The Adventist Home Educator, Camino, California. [www.adventisthomeducator.org](http://www.adventisthomeducator.org)
4. Maxwell, Teri. (2001) *Homeschooling with a Meek and Quiet Spirit*. Communication Concepts, Inc. ISBN 978-0-9669107-1-1 [www.Titus2.com](http://www.Titus2.com)

## Other Resources

**The Adventist Home Educator**  
[adventisthomeducator.org](http://adventisthomeducator.org)

**California Homeschool Network**  
[www.californiahomeschool.net](http://www.californiahomeschool.net)

**Christian Home Educators Association of California (CHEA)**  
[www.cheaofca.org](http://www.cheaofca.org)

**HomeSchool Association of California**  
[hsc.org](http://hsc.org)

**Homeschool Family Living**  
[www.homeschoolfamilyliving.com](http://www.homeschoolfamilyliving.com)

**Home School Legal Defense Association**  
[www.hsllda.org](http://www.hsllda.org)

**SDA Homeschool Families**  
[www.sdahomeschools.org](http://www.sdahomeschools.org)

**SonLight Education Ministry**  
[www.sonlighteducation.com](http://www.sonlighteducation.com)

# Contacts

## **Contacts with the Non-Home Educator and Local School Districts/Officials**

Not everyone favors the idea of students learning in a Private School Satellite Program at home. Some may even challenge your commitment to home educate your children. It would be well, then, for each family to obtain and read the book, *An Introduction to Home Education*, by Susan Beatty and Karen Woodfin Middleton, 9th Edition, 2005. Chapter 9 deals specifically with “Potential Legal Problems”.

As instructed by the Home School Legal Defense Association (HSLDA), contact them immediately if a school authority asks any questions regarding the operation of your home education, curriculum details, teacher qualifications, etc. HSLDA will instruct you on how to respond or they will respond for you.