



# **Student-Parent Handbook**

**2024/2025**

Revised 04/2024

## **A Special Note from Our Pastor**

I would like to personally thank you for your interest in Committed Christian School. We firmly believe that this school has been birthed, not only from the needs of families in our congregation, but through much prayer and guidance of the Holy Spirit. My wife and I know the value and necessity of homeschooling as we have had the personal experience of homeschooling our own children from preschool to college. Although challenging, we can testify that the rewards far outweigh the trials.

It is our heart's desire to assist those families that feel a call to homeschool by providing an environment that is predicated on a biblical worldview, that glorifies God and that seeks to raise up families that are dedicated to serving our Lord and Savior Jesus Christ. We believe that Committed Christian School has been a great resource for those who are both new to homeschooling as well as those who have been homeschooling for some time. We hope that your experience with CCS would be both enriching and rewarding as you seek to raise your children in the ways of the Lord. May God richly bless you!

In Christ,

Pastor Lance Cook

# Welcome

Welcome to Committed Christian School! Committed Christian School is a ministry under the leadership of Calvary Chapel La Habra. This ministry has an assigned on-staff pastor that oversees the ongoing activities of the school. We are an **unaccredited** Private-School Satellite Program (PSP). We maintain a private school affidavit on behalf of those families who request this service. We also accept charter families. Our existence birthed from the need of the body of Calvary La Habra to provide accountability, encouragement, and assistance in the church's home schooling needs.

The prayer of Committed Christian School is that the Lord will enable you to accomplish all that He desires for you and that we might be used by Him to assist you in your educational endeavors.

This handbook was designed to aid you throughout the school year with information regarding school services, policies, and record keeping.

## **Committed Christian School**

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# Purpose

Committed Christian School is a co-op homeschool group, which involves mutual assistance in working toward a common goal and a willingness to be of assistance. We believe that parents have the God-given right and responsibility to instruct their child(ren) in the ways of the Lord and base their education on biblical principles. We endeavor to support those parents who follow this same belief and have chosen home education as a means to school their child(ren).

We believe home education allows a forum for parents to exercise their responsibility to God, diligently teach their child(ren) about Him, and personalize curriculum and instruction to fit the individual needs of their child(ren). This platform also allows parental control to direct character building and develop strong moral values. Our desire as Christian parents and educators is to train up children who are able to make wise decisions, to walk confidently and boldly in their service to God, and to be able to respond to the Lord's calling as a capable adult.

Committed Christian School is a community of Christians coming together for the purpose of:

- Educating our child(ren)
- Building relationships
- Encouraging agape love
- Providing a safe God-honoring community

***“You shall love the Lord your God with all your heart, with all your soul, and with all your might. And these words which I command you today shall be on your heart; You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”***

**Deuteronomy 6:5-7**

Committed Christian School believes God desires us to appropriate His love in unity. In order to preserve this unity, Committed Christian School emphasizes with each attending family the need to extend to others the grace that God so lovingly and abundantly extends to all, thereby filling one another with encouragement, compassion, and God's love.

***“Be devoted to one another in brotherly love; give preference to one another in honor; not lagging behind in diligence, fervent in spirit, serving the Lord; rejoicing in hope, persevering in tribulation, devoted to prayer, contributing to the needs of the saints, practicing hospitality.”***

**Romans 12:10-13**

# Cooperative Schooling

Committed Christian School is strongly committed to providing the following services and activities from which our families can participate throughout the school year. ***However, they will only take place through a cooperative effort involving the commitment and presence of all parents.***

Within the organization of this co-op we have formed a Council to help carry the burden, aid in the decision making process and to help our group function efficiently. Written procedures help our group rely on a plan, instead of on quick decisions made in a crisis. Plus, guidelines ensure our safety and help us manage the use of the facilities that the Lord has provided for us.

We know that parents and children are most comfortable in an environment where they know where they are supposed to be and what they are supposed to do in any given situation. We try to provide that structure while at the same time maintain flexibility; understanding that we are many “homeschool families,” each representing a school of our own, coming together as one co-op.

**“Do nothing out of selfish ambitions or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”**

**Philippians 2:3-4**

## What our co-op is:

- Involving mutual assistance in working toward a common goal: *every member has clearly defined tasks in a cooperative enterprise.*
- Willing to be of assistance: *they have been extremely considerate, polite, and cooperative.*
- Smaller class sizes
- Creative interaction through activities
- Affordable
- Friendly environment with classes meant to enhance their schooling

## What our co-op is (does) not:

- A self-centered environment
- An accredited program
- Administer standardized testing
- Meant to be a financial burden
- A full academic setting\* that will replace your core teaching
- Designed to conform to the requirements/standards of outside academic agencies (including public, private and/or charter schools)
- Act as a liaison between outside academic agencies and our enrolled families

# Services

## Affidavit

Committed Christian School maintains a private school affidavit with the California State Department of Education. As a recognized private school under California state law, we are required to adhere to the laws and regulations governing private schools. As an enrolled family of Committed Christian School if requested you have the option to be covered under our affidavit and need not file your own. There will be a \$150 per family, per year, "Legal Umbrella" fee due at the beginning of the school year.

## Cumulative Record

Committed Christian School establishes and maintains a cumulative file for all enrolled students under our Legal Umbrella. Mandatory and optional records are filed in each student's cumulative record as received from you, the responsible party. These permanent records are maintained in the school office.

Committed Christian School will, upon completion of an "Authorization to Transfer School Records", request each enrolled child's cumulative file from his/her previous school. Student records are maintained with confidentiality. These records are available for parental review by appointment. Parents can view their child(ren)'s cumulative record at any time. You can obtain the required student documents for the cumulative files in the homeschool office during On Campus School Day hours.

## On Campus School Day

On Campus School Day is a service provided by Committed Christian School. This school wide opportunity allows our home school families to engage in a structured classroom environment in which classes are offered to enhance the homeschool experience. Benefits to the families are three-fold:

1. Fellowship is provided for both the child and parent.
2. It provides participating children with access to additional teaching in a classroom setting taught by a teacher. A day with a time of worship, instruction and a snack/recess break.

## After School Classes

While all after school classes fall under the leadership of Calvary La Habra and CCS, these classes are not included in the school fees, but are individually and separately priced. Due to the fact that many of these are outside vendors and teachers, refund policies may vary. Some outside vendors may accept charter funds. Please make sure that you review all of the policies and requirements for each individual class with each vendor/teacher.

## Field Trips

Individual classes are encouraged to plan field trips that suit and enhance their studies and build comradery.

## Homeschool Guidance

Resource Teacher- As part of our co-op, each family is afforded an hour meeting with our resource teacher, should you choose to use that service. As a member of our PSP, each family is required to meet once per semester. Additional meeting times, for either co-op or psp families, can be scheduled and paid out of pocket.

## Online Calendar

Committed Christian School provides an online calendar to all members that features upcoming events and other highlights that may interest homeschooling families. **The calendar is an important form of**

**weekly communication in the school.** *Please be sure to check this weekly via our church app.*

### **Parent Meetings**

There will be two mandatory meetings scheduled, one prior to the beginning of the school year and one before the beginning of the second semester (normally August and January, check your calendar). Committed Christian School will provide updates on school functions at the parent meetings which are planned with the goal of providing spiritual encouragement, reviewing calendar events, fellowshiping, supporting one another, keeping each other accountable, and planning for the next school year. Specific information regarding dates and times will be listed on the particular events in the CCS Family Group in Connect.

### **Promotional Ceremony**

Committed Christian School holds a high school promotion/graduation ceremony at the end of every school year. The event is intended to bring closure to the year and celebrate our students' accomplishments. This is also a chance for each family to display their schoolwork and activities and invite other family members to attend this ceremony. Every family participating is encouraged to serve in some capacity.

### **School Picture Day**

A photographer will be at CLH to take individual pictures for each CCS parents & students. Pictures are mandatory for yearbook, but individual pictures/packets are optional. ID cards may be mandatory for each high school student at a nominal fee. If families desire a picture package, there will be an additional fee.



# Policies

## **General All-School Policies**

All families enrolling in Committed Christian School shall agree to cooperate with the following school policies. ***Each family bears the responsibility to be informed of the policies in this handbook.***

Committed Christian School provides services on a mutual consent basis. This means that either the parent or Committed Christian School reserves the right to terminate the co-op relationship at any time with written notification.

### **Church Involvement**

CCS is an in-house ministry of Calvary La Habra. That being said, regular in-person, weekly attendance at CLH is a requirement. In Hebrews 10:25 we are instructed & encouraged regarding this, “not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much as you see the Day approaching...” It is a vital component of spiritual growth and unity as individuals, as families & as a school body, to regularly receive the teaching of God’s Word. II Timothy 3:16-17 states, “all Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.” It is our desire and responsibility as a ministry of CLH to regularly & consistently hear the Word of God together, that we may be unified for the instruction and education of our children. Should the Lord call your family to a new fellowship during the school year or you find yourselves skipping regular teaching, it is your responsibility to notify the homeschool council to discuss the course of action with your student’s enrollment. Should you neglect to communicate your change of fellowship or lapse in church study attendance, disciplinary action will be the next step taken.

### **New Family Interviews**

All new families are required to meet with a Council Representative ***prior*** to confirmed enrollment. This appointment is to help us get acquainted with you, as well as make sure this co-op is a good fit for both parties involved.

### **Bi-Yearly Family Meetings**

Each CCS family will meet once a semester with a council representative for a brief individual meeting in order to cultivate a community of encouragement, accountability & prayer.

### **Specialized Student Needs**

Our desire is to teach in ways that are going to incorporate a variety of teaching methods that range from formal to hands on approaches. Although we may not be able to meet every student’s individual needs, please inform your teacher with any special learning circumstances.

### **Additional Volunteer Needs**

The “On Campus School Day” is mainly operated by volunteers. This provides each family with the opportunity to serve one another by volunteering in various school-wide needs. In addition to being part of the teaching team and/or classroom helper each week, each parent will volunteer or be assigned to help in an area/s listed below. Each area requires more than one volunteer to carry out all duties and rely upon parent participation.

- **Recess/Snack Monitors**–watches the children during snack/activity portion of recess. Is also responsible for putting away all toys and yard equipment & keeping area clean.

- PE Equipment Team - responsible for morning set-up & putting equipment away at the end of the day each week.

### **Absences and Tardies**

School starts at 9:00 am/ 8:30 am for high school. Parents and students are expected to be present & on time for our weekly worship/announcement time.

- **Teacher** -it is your responsibility to find a replacement to cover your class and/or any other responsibilities pertaining to your day on campus. You are also responsible to & communicate with your classroom support individuals.
- **Parent** -it is your responsibility to communicate with the teacher when a student will be absent and arrange for any make-up work. Also, it is your responsibility to arrange coverage for your on-campus duties.
- Absences must be notified in writing to [homeschool@calvarylh.org](mailto:homeschool@calvarylh.org).
- **All Students** -there is a 5-minute grace period for worship/announcements time. Students/Families with three or more tardies, will be reviewed by the council to determine a further course of action.

\***Note** – ALL STUDENTS **MUST** sign-in, also ALL STUDENTS **MUST** check out with teacher if leaving school early

### **Illnesses**

- We do not want the co-op to be a source of illness for any family. A standing rule is to stay home if you or your children have a fever, cold or flu-like symptoms. Before returning you must be clear of a fever for 24 hours before returning.
- If a child has contracted lice, chickenpox or other communicable illnesses you should adhere to a doctor's prescribed recommendations.
- If a parent of a child will be absent, you must contact the teacher/room mom and email the CCS Council [homeschool@calvarylh.org](mailto:homeschool@calvarylh.org) to let them know you will not be attending, to get any course work for the student and to find coverage for the parent who will not be serving that day.

### **Closed Campus**

Committed Christian School is a closed campus for all parents and students. Leaving campus for any reason, other than an emergency, is prohibited. In case of an emergency, please notify your respected council overseer (**forgetting a lunch/food/coffee is not an emergency**). Those, outside of CCS, desiring to come on campus for lunch must be cleared with a council member in advance. In addition, a day pass is required for those coming on campus without a parent onsite.

### **Communication**

To help have a successful school year, it is necessary that each family actively assist the school in our communication. The school sends out a weekly email on Mondays and class information throughout the week, **mainly via email**, to inform families.

To foster a supportive communicative environment, each family is asked to:

- **Check your emails regularly** for reminders & notifications. \* This is one of our main source of communication.

- *If for any reason you are having issues with your Subsplash account, please contact the homeschool office at [homeschool@calvarylh.org](mailto:homeschool@calvarylh.org)*
- Keep your Subsplash account updated with current contact information.
- Communicate with us via e-mail or verbal communication if we can assist you in any way possible.

### **Conduct**

The expectation of Committed Christian School is that parents train their child(ren) to be responsible people. Parents should model this responsibility and enforce it when needed by conducting themselves in a Christ-like manner; thereby, setting a good example for their child(ren) to follow. ***All parents and students are expected to comply with the general code of conduct and dress code.*** Please refer to the “Student General Code of Conduct” and “Dress Code” for more specific details (pg. 12-13).

# Policies

## Student General Code of Conduct

### **General Behavior**

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all rules and regulations developed by Committed Christian School for the orderly operation of educational and extracurricular programs. Students are personally responsible for:

- Showing respect for others (Luke 6:31)
- Protecting and conserving all school property
- Behaving in a way that helps create a positive learning environment (*Teacher may give a verbal warning to student. Upon second offensive, the parent will be called immediately to address behavior*)
- Maintaining good behavior both on **campus**, off campus, **online and all platforms of interactions and communication** - including respectful, modest and pure interaction one another in speech and conduct (i.e., PDA is not acceptable or appropriate Eph. 4:20-32; 1 Tim. 4:12; Song of Sol. 8:4). PDA includes and is not limited to, hand holding, excessive & intentional touching/hugging, massages, lap sitting, playing footsie, playing with someone else's hair, tickling, smoldering... need we say more?

In the interest of creating an orderly school environment and safe environment, the following items will not be permitted while school is in session: **iPad's, Cell Phones, Electronic Devices, Toys nor any other form of distraction to the students and teachers with the exception of laptops used in study hall.**

**Due to safety & liability concerns, bikes, scooters, rip sticks, skateboards, etc. will only be allowed after school hours, at your own risk. CLH will not be held responsible for any injury occurring on the property due to use of the above mentioned activities. The leadership will have the discretion to limit or revoke usage if this privilege is abused.**

***Weapons, fireworks or anything that would inflict harm on oneself or another are strictly prohibited.***

### **VIOLATIONS OF STUDENT GENERAL CODE OF CONDUCT-**

**Depending on the specific violation, the protocol may vary.**

- **The issue may be addressed by a teacher, Council Member or Pastoral Overseer/s.**
- **If behavior or issue continues or is of a serious nature, instructor, Council Member or Pastoral Overseer/s will contact parent/s, set up a meeting of their choosing and course of action for the student will be decided.**

# Policies

## Dress Code- Adults and Students

### Dress Code Description

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Tim. 2:9, 1 Thess. 4:5-6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Tim. 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). In addition, dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deut. 22:5). As we determine to glorify the Lord in all we do (1 Cor. 10:31), these qualities help us to do that in the area of dress.

It is also important to realize that parents, as the primary educators of their children (Deut. 6, Eph. 6), to play a key role in this area of dress code. It is incumbent upon parents to model, guide and supervise their young people in the selection of appropriate clothing **that isn't dictated by cultural trends, but is honoring to God**. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines, and restrictions of Committed Christian School in the area of dress **for both adults and students**.

- It is the responsibility of parents to help educate a student in appropriate dress and model that themselves.
- It is the responsibility of the student to make proper choices, which glorify Jesus Christ.
- It is the responsibility of leadership to enforce the dress code at CCS.

### **General Rules:**

#### **For Males:**

- Shorts no higher than mid-thigh
- No sagging or loose shorts or pants that expose skin or undergarments.

#### **For Female:**

- Shorts and skirts must be no higher than mid-thigh (a good rule of thumb is to not go above figure tips when standing with hands at sides)
- No bare midriffs
- No cleavage showing
- No too loose or too tight fitting/revealing clothing (incl. anything that leads to exposure when leaning/bending over; no yoga pants/leggings without proper coverage of front and back areas)

**VIOLATIONS OF DRESS CODE-** We hold the right as leaders to have the ability to approach anyone we believe is in violation of the Dress Code policy. Violation must be fixed immediately or student/adult will be sent home.

***“Set an example for the believers in speech, in life,  
in love, in faith and in purity.”***

**I Timothy 4:12**

# Policies

## Student Classroom Code of Conduct

### **Classroom Conduct:**

At the start of each course, the Classroom Teacher will introduce guidelines for class interaction (asking and answering questions, sharing thoughts or comments, etc.). These guidelines should be followed at all times throughout the year.

Every student is responsible to treat his/her instructor and classmates with respect. In every classroom, respect and courtesy are expected. When an instructor is talking, he or she deserves your undivided attention. You can enjoy social time before and after class, but while a class is underway, it is not appropriate or respectful:

- To engage in side discussions with other students
- To make wise cracks, jokes, or off-topic comments
- To introduce “rabbit trails” that distract from the topic at hand
- To monopolize the discussion or draw attention to yourself

On the other hand, there are class discussions that are appropriate and helpful while a class is in progress. Make it your goal to exercise restraint and:

- To make occasional comments that complement the topic at hand
- To contribute worthwhile thoughts to the discussion
- To respond to your teacher’s questions and show that you understand the concepts
- To help other students listen and learn better

Regarding electronics: **There are NO electronics allowed in class.** The students are to turn in their cellular devices (including but not limited to: cell phones, cellular watches, iPod, iPad, Etc.), at the beginning of class and may retrieve them after class (This rule is at the teacher’s discretion; however phones are not allowed out during class time).

Thank you for serving your classmates, honoring your instructors, and bringing glory to God through your conduct!

### **GRADING: (Passing grades are required)**

CCS strongly believes in and advocates for the fundamental right of parents to direct the education of their children. However, in registering a student for any CCS course, the parent is agreeing to delegate academic authority to a third party (the CCS's instructor) within the context of that course. This includes the agreement to abide by the instructor's grading decisions and respect his or her expertise in the subject matter. Parents who do not wish to delegate academic authority or abide by the instructor's grading decisions can drop the class without refund.

Promotions & Graduations are earned. Passing grades are required to participate before graduations, as well as any activities.

If a student or parent disagrees with an instructor's teaching style or grading decision, the student or parent should present a cordial, respectful appeal to the instructor. The CCS encourages both parties to work together toward resolution, in the spirit of Matthew 18. If resolution cannot be reached, please contact the homeschool office.

### **VIOLATIONS OF STUDENT CLASSROOM CONDUCT-**

**The protocol for violations of this nature will be as such:**

- 1. Handled in class by the instructor.**
- 2. If behavior or issue continues, instructor will contact parent/s.**

- 3. If unresolved, Council or Pastoral Overseers will be notified, set up a meeting of their choosing and course of action for the student will be decided.**

## **Policies**

### **Handling Grievances**

#### **Grievance Policy**

The word “grievance” is defined as: *“That which causes grief or uneasiness; that which burdens, oppresses or injures, implying a sense of wrong done, or a continued injury... The oppressed subject has the right to petition for a redress (relief, amend, repair) of grievances.”* (1828 Webster)

By participating in CCS, you and your family agree to sit under the guidance, direction, and authority of the leadership of CLH, including the CCS council defined below

#### **How to file a grievance:**

All grievances must be submitted in writing to the CLH Church Office, “Attention: CCS Council” or via email [homeschool@calvarylh.org](mailto:homeschool@calvarylh.org) explaining the situation and the purpose. The council will then meet, discuss and pray over the information and arrive at a conclusion. A pastoral staff member who oversees this ministry will be available as needed.

*Examples of a grievance:*

- Any major ethical concern (sin issue)
- Violation of school policy
- Unresolved conflict between parent, teacher and/or student.

If you have a grievance with a school policy or a person, we have formed a council of people that have homeschooled for several years. You may take this concern to the council for advice and/or action. The council will pray and discuss the matter and arrive at a resolution or plan of action to resolve the matter.

A council representative may also make decisions that affect the structure, liability, ethics, vision, and direction of the school. They administrate the day-to-day, ins and outs of the school function, including but not limited to, scheduling conflicts, changes in classes, and resources needed to function smoothly.

#### **Resolving Conflicts in a Biblical Manner**

As a body of believers spends time with one another, from time to time, conflicts or disagreements may arise.

God’s Word has laid out principles for resolving personal conflicts:

***Regarding “Contentions” in the church:***

- **Gal. 5:19-20** *“Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, **contentions**, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies”*

- The word “contentions” speaks of strife, quarrels, wranglings” which do not lead to godliness. – (cf. – **1 Tim. 1:4, 1 Tim. 6:4, 2 Tim. 2:23, Titus 3:9**)

***Regarding approaching someone else:***

- **Matt. 18:13-15** *“If your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear you, take with you one or two, that by the mouth of two or three witnesses every word may be established.”*
- Here Jesus instructs the disciples about the kind of community life that will characterize their relationships with one another. If a matter can be settled without getting others involved, that will keep rumors and misunderstandings from multiplying and will keep the conflict from spreading. Proverbs 25:9 “Argue your case with your neighbor himself, and do not reveal another’s secret.” (ESV Study Bible)
- If you have gone to that person first, and they don’t receive what you say, then you take another person. We realize this is difficult but its very important if we want to resolve any issues that may arise in a biblical manner.

***Regarding our own attitude:***

- **Col. 3:12-14** *“Put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another, even as Christ forgave you, so you also must do. Put on love, which is the bond of perfection.”*
- **Eph. 4:2-3** *“With all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.”*



# Policies

## Legal Umbrella Coverage

### Record Keeping (for those who are using CCS umbrella)

- **Academic/Planning Meeting with Resource Teacher**

Families under the CCS umbrella have an option to meet with the resource teacher. The purpose of these meetings is to provide personalized support to our PSP families in areas such as curriculum guidance, high school course options, homeschooling organizations and strategies, answering questions regarding graduation guidelines and cum file requirements.
- **Achievement Report**

An Achievement Report is provided by the school to track your child(ren)'s elementary and junior high academic grades. The Achievement Report is optional and due by **May 30, 2025**. High school transcripts will need to be submitted by **May 30, 2025**.
- **Attendance Record**

With the exception of kindergarten, an Attendance Record (California State Law) must be on file for each student each year. The law states that students must be in school a minimum of 180 days, including field trips and eight (8) sick days. This Attendance Record is due the first Friday of each month, **starting October 2024 through June 2025**.
- **High School Transcripts**

A high school transcript(s) is provided and will need to be submitted by **January 24 2025**, for 1<sup>st</sup> semester and **May 30, 2025**, for 2<sup>nd</sup> semester. Seniors- If transcript is not submitted by the due dates, the graduating senior will not be permitted to participate in the graduation ceremony.
- **Proposed Course of Study**
  - **1<sup>st</sup> Grade -8<sup>th</sup> Grade-** This form outlines the curriculum and resources you are using during the year for each subject. One Proposed Course of Study per child needs to be submitted. . The Proposed Course of Study is due by **September 4, 2024**.
  - **High School-**A detailed high school course description (per subject) will need to be submitted for each high school student. This will outline the curriculum and resources your student(s) will be using during the year. If curriculum or classes should change, it is the parent's responsibility to submit a revised Course Description. In addition, a high school class schedule list, indicating the classes and class location, needs to be submitted for each high school student. . The Proposed Course of Study is due by **September 4, 2024**.
- **Transcripts**
  - **Changes-** Any changes to course of study (classes) must be communicated to cum file office prior to change (email the cum file office). Course additions or drops must take place before the half way point of a semester.
  - **Transcript Requests-** If you would like to request a copy of your transcripts, a formal email request should be sent to the cum file office. Transcripts will be available within 5 business days of request.

## **Immunization Record/Report for Health Examination for School Entry**

Kindergarten entrants, seventh grade entrants, and entrants from outside the United States must present their Immunization Record by **September 4, 2024**. Children transferring from other schools in California or other states, or entering other grade levels may be given up to thirty days of attendance while waiting for their records to arrive from the previous school. Kindergarten students are also required to submit Form PM171A “Report for Health Examination for School Entry or PM171B “Waiver”.

### **Exceptions to Immunization Requirements**

#### **1. Prior Personal Beliefs Exemption Already on File with the Campus-Based School**

Although the new law requires all students entering a campus-based school for the first time to be immunized or medically exempted, students who have already been attending school will be phased-in over time. Students are categorized in three grade spans:

- Birth to preschool.
- Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
- Grades 7 to 12, inclusive.

Children who had filed a personal beliefs exemption prior to January 1, 2016, do not have to comply with the new law until they enter the next grade span. For example, if Johnny has just entered third grade, but his parents filed a personal beliefs exemption for him when he entered 3<sup>rd</sup> grade, that exemption will be effective until Johnny reaches the next “grade span” when he enters 7<sup>th</sup> grade. At that time, as he enters 7<sup>th</sup> grade, Johnny will have to comply with the new law by being vaccinated or getting a medical exemption.

#### **2. Home-Based Private School Students**

Homeschoolers can still make their own choices about immunizations because the new law “does not apply to a pupil in a home-based private school” (California Health and Safety Code Section 120335 (f)).

There has been some confusion about whether this exemption applies to homeschooled children who participate in group classes. It does. The full exemption reads, “This section does not apply to a pupil in a home-based private school or a pupil who is enrolled in an independent study program pursuant to Article 5.5 (commencing with Section 51745) of Chapter 5 of Part 28 of the Education Code and does not receive classroom-based instruction.” (Highlighting added.) The phrase “and does not receive classroom-based instruction” applies only to children enrolled in a public school independent study program, as described in California Education Code Section 51745: “... the governing board of a school district or a county office of education may offer independent study.” So children who are enrolled in a home-based private school program can freely participate in co-op classes, church groups, or other group activities.

Thus, parents whose children are enrolled in a home based private school including either a private homeschool or a private school satellite program (PSP) may choose whether to have their children immunized or not, since the law requiring immunizations for school attendance does not apply to them. However, whether immunized or not, *all* school children, including homeschoolers, must comply with the reporting laws. Parents who do not immunize, should submit a written statement indicating this.

# Forms and Fees

## Tuition

Tuition costs include yearly registration, supply/class fees, promotion, and other costs associated with the On Campus School Day. All fees are due at time of registration. Payments must be made in full by dates listed below. **There are NO REFUNDS on any tuition payments.**

## Co-Op/PSP and Co-Op Tuition Information

- **Application Fee per family if paid:**

April 1-30	\$220
May 1-31	\$240
June 1-30	\$260
July 1-31	\$280
After August	\$300

\*\*\*includes Yearbook\*\*\*
  
- **Fingerprint Processing Fee:** \$45 (for new families)
- **Legal Umbrella Fee:** \$150/Family  
**(Only necessary if we file an Affidavit on your behalf & maintain your CUM file)**
  
- **Supply Fee** is per child for the year.

### **Pre-School – 8<sup>th</sup> Grade (*payment for year*)**

Payment due no later than July 1, 2024\*

GRADES	TEACHING Supply Fee Only
<b>Preschool</b>	\$70
<b>Pre-K/Kinder</b>	\$70
<b>1<sup>st</sup>-6<sup>th</sup> Grades</b>	\$120
<b>Jr High</b>	\$160

### **High School (*payments by semester*)-High School Fees per class & are paid per semester.**

- First semester payment due July 1, 2024\*
- Second semester payment due January 1, 2025\*
  - Bible Class \$100 (per semester)
  - Core & Elective Classes \$150 (per semester)
  - Science with lab \$150 (per semester) +\$100 lab fee
  - Study Hall \$80 (per semester/per period; no more than two periods of study hall)

\*If payment is not received within five days of the due date, a \$25 late fee will be added to your balance per week. **Please note due dates to avoid late fees.**

# Paperwork Due Dates

Before, during, and after the school year Committed Christian School requires paperwork to be completed for each student. Please see table for information about due dates:

<b>Paperwork/Activity/Registration Packet</b>	<b>Due Date</b>
Application for Enrollment & Fees .....	As per dates set by CCS Council
Supply Fees.....	As per dates set by CCS Council
Medical Liability & Release.....	with app
Photo Release Agreement.....	with app
HSLDA Membership/Waiver.....	9/01/24
Immunization Record (if under our legal umbrella).....	9/04/24
<b>(Includes written Statement for Immunization Exemption)</b>	
Report for Health Examination for School Entry.....	9/01/24
Proposed Course of Study (if under our legal umbrella) .....	9/04/24
<b>High School Class List</b>	9/04/24
High School Grades/Transcripts ( 9 <sup>th</sup> -12 <sup>th</sup> ).....	1 Semester - 1/24/25
	2 Semester - 5/30/25
*High School Four Year Plan (*optional 9 <sup>th</sup> -12 <sup>th</sup> )	9/30/24
Attendance Record.....	Due the First (1 <sup>st</sup> ) of the following months (Oct.-June)

## Home School Legal Defense Association (HSLDA) Membership/Waiver

Membership to HSLDA is optional. HSLDA’s mission is to defend and advance the constitutional rights of parents to direct the education of their child(ren) and protect family freedoms. Our HSLDA group discount number is 299527. For more information, contact Home School Legal Defense Association:

P. O. Box 3000, Purcellville, VA 20134, (540) 338-5600 <http://www.hslda.org>

A waiver form will need to be completed if you choose to not seek or continue your HSLDA membership. This form will release Committed Christian School from any responsibility/liability if any action is taken toward your family in your home schooling endeavors. If you are part of a charter or an accredited program, HSLDA will not allow you to become a member.

- **Late Fees – A late fee of \$25 will be assessed for late paperwork, per student, per form, per week.**