

# REVIVAL HOMESCHOOL (PSP) HANDBOOK

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951-246-5657

[www.revivalhomeschool.tv](http://www.revivalhomeschool.tv)

August 21, 2024

Welcome to the Revival Homeschool handbook! It's crafted to introduce you to our program and its policies. We encourage both parents and students to read it thoroughly, ensuring a clear understanding of the guidelines established with the student's best interests at heart. Our aim is for you to grasp what Revival Homeschool provides and what we expect in return. We hope this partnership will be a blessing to you and your family.

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## WELCOME

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Welcome to the Revival Homeschool handbook! It's designed to guide you through Revival Homeschool's PSP (Private School Satellite Program) policies. Both parents and students must read it thoroughly, ensuring a clear grasp of the guidelines we've crafted with the student's best interests at heart. We're here to help you understand all that Revival Homeschool provides and the expectations in return. If you have any questions, feel free to reach out to our Ministry Director or the ministry's overseeing pastor.

## REVIVAL CHRISTIAN FELLOWSHIP

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Revival Homeschool operates as a ministry of Revival Christian Fellowship, meaning that it follows the leadership, direction, and policies of the church. It's important to note that the church's leadership, direction, and policies always take precedence over those of the ministry, Revival Homeschool.

## REVIVAL HOMESCHOOL PSP SUPPORT GROUP

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Revival Homeschool (PSP) agrees with the objectives of the Home School Legal Defense Association ([www.hsllda.org](http://www.hsllda.org)) and the rights parents must have to homeschool their children. We are here to encourage, guide, uplift, and edify you. We desire to help strengthen your abilities while preserving your independence as a parent/teacher.

This PSP has been established to assist homeschooling families in our area whose beliefs are consistent with our statement of faith. We help parents fulfill their legal requirements, including filing a private school affidavit, maintaining student cumulative files, and keeping records as required by law.

### LIMITATIONS

Although Revival Homeschool is considered a private school and files a private school affidavit with the State of California, Revival Homeschool cannot guarantee anyone protection from harassment from legal authorities or prosecution. Thus, it is mandatory to hold an HSLDA membership. Revival Christian Fellowship cannot be held responsible for the outcome of any contact by authorities. Revival Homeschool only provides services to assist parents in schooling their children, and therefore, we cannot offer legal immunity.

### WHAT WE BELIEVE

**The Bible** - We believe the Bible to be the inspired, inerrant, infallible Word of God. The whole Bible, both the Old and New Testaments, are complete and sufficient. We believe in the clarity of Scripture and that it is to be interpreted considering the literal, grammatical, and historical aspects of the given text.

*(2 Timothy 3:16-17, John 17:17, 2 Peter 1:20-21, Psalm 19:7-11, Jude 3)*

**God** - There is one true God, existing in three persons: the Father, the Son, and the Holy Spirit. We believe that God is all-loving, holy, just, self-existent, infinite, unchanging, transcendent, spirit, ever-present, all-knowing, all-powerful, wholly sovereign, and light. We believe God is righteous and perfect.

*(Mark 12:29, John 1:1, Deuteronomy 6:4, Leviticus 11:45, Isaiah 44:6, Malachi 3:6, 1 John 4:7, John 4:24)*

**Jesus** - We believe that Jesus is God in His very essence and pre-existed as God in all His glory before His incarnation in time and space. Jesus entered the world through the womb of the Virgin Mary, taking on full, yet sinless, humanity. He voluntarily died on the Cross, a substitutionary death for man's sin, and then physically rose from the grave three days later. He bodily and visibly ascended back to heaven and is seated and exalted at the right hand of the Father. We are awaiting His physical return to earth to rightfully take His place on the throne of David.

*(Luke 1:34-35, 2:1-7, John 1:1, 8:58, 14:6, Colossians 1:13-18)*

**The Holy Spirit** - The Holy Spirit is the third person of the Triune Godhead who convicts, regenerates, indwells, baptizes, seals until the day of redemption, sanctifies, teaches, empowers, reveals, and guides into all truth. We also believe that every Christian is commanded to be filled with the Holy Spirit. The Holy Spirit gives gifts to whom He will, which are valid for today and ought to be used within Scriptural guidelines. We believe that the gifts should be used in love for the building up of the body and for the glory of God.

*(John 14:15-18, 26, 16:7-15, Acts 2:1-4, Ephesians 1:13-14)*

**Man** - We believe that Man was created in the image and likeness of God. Man, by Adam and Eve's disobedience and sin, fell and became separated from God. Thus, all of humanity is born with a sin nature and stands in need of redemption.

*(Genesis 1:26-30, 3:1-24, Psalm 51:5, Romans 5:12)*

**Salvation** - We believe that Salvation occurs when the sinner repents and believes in the Lord Jesus Christ. That person is immediately born again and sealed by the Holy Spirit until the day of redemption, all of his sins are forgiven and he is justified, which is the act of God whereby He declares the believing sinner righteous, based on the finished work of Jesus Christ on the Cross.

*(John 3:16, Ephesians 1:13-14, 2:8-9, Romans 3:24-26, 8:1)*

**The Church** - The universal Church is the organic body composed of all true believers, both living and dead, who have been indwelt and sealed by the Holy Spirit through faith in Jesus Christ. The church has been called to worship the Lord and share the Good News of Christ's death and Resurrection with the world, making disciples, baptizing believers, and teaching them to observe sound doctrine and live a morally pure life. We believe church government should be simple rather than a complex bureaucracy, with the utmost dependence upon the Holy Spirit to lead rather than on fleshly promotion or worldly wisdom. The Lord has given the church two ordinances, which are to continue until He returns: baptism of believers and communion. Water baptism is not necessary for salvation and cannot remove sins, but it is a picture of the salvation already received by the believer. Communion is a memorial of the death of Christ; the bread represents His body, and the cup represents His blood observed in remembrance of Him.

*(Acts 2:40-47, Romans 12:4-5, 1 Corinthians 12:12-27, Colossians 1:18)*

**Things To Come** - We await the imminent pretribulation rapture of the church and the premillennial Second Coming of Christ, which will be physical, personal, and visible. This motivates us to holy living, heartfelt worship, committed service, diligent study of God's Word, evangelism, and regular fellowship. We believe in the literal 1,000-year reign of Christ here on the earth (the Millennium Kingdom). We believe that all those who have trusted Christ for salvation will enjoy eternal glory with

Him forever, and those who reject God's offer of free salvation in Christ will be eternally separated from the glory of His presence.

*(1 Thessalonians 5:1-11, 2 Thessalonians 2:1-12, Revelation 20:1-15, 22:7-17, 20-21)*

## GENERAL INFORMATION

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### OFFICE HOURS

Monday-Wednesday 8:00 AM-3:00 PM

Appointments can be made with our staff by calling our office 951.246-5657

## ADMISSIONS PROCEDURE

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### **Revival Homeschool desires to have families who are committed to spiritual growth.**

1. To be considered for PSP admission, at least one parent must be a Christian, believing that Jesus Christ is Savior.
2. Call the Revival Homeschool office to begin enrollment instructions.
3. Parent(s) and children must attend a family interview and Orientation with Revival Homeschool's Director.
4. An application must be completed and turned in to the Revival Homeschool office along with the following information: a copy of an official birth certificate, copy of immunization record, and Health Exam form or waiver (K-1<sup>st</sup> only).
5. The non-refundable enrollment fee must be paid in full upon acceptance. Enrollment is charged per student each year and must be paid in full to be considered enrolled.
6. Families must agree to all Revival Homeschool policies.
7. Families must be members of HSLDA and provide proof of membership to the Revival Homeschool office yearly.

### ELIGIBILITY TO ENROLL

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We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view Revival Homeschool's role as one of partnership with the parents in this endeavor. To establish and maintain a successful partnership, parents must agree with the philosophies and intentions of the Revival Homeschool. The parent acknowledges that they must be home full time in order to homeschool their kid. The parent is the teacher.

### REQUIREMENTS

1. Membership in the Home School Legal Defense Association ([www.hslda.org](http://www.hslda.org)) is mandatory and must stay current for parents enrolling kids ages six and up. HSLDA has a team of lawyers who fight for the freedom to home-educate our children the way we feel God has called us to do. All families who enrolled in Revival Homeschool are required to obtain membership. Exceptions are those with children below age six or who have reached 18. You must renew each year at your renewal date, or Revival Homeschool will drop your family from enrollment.
2. Parent Meeting attendance is mandatory. However, you are allowed one absence each school year.
3. Although Revival Homeschool keeps your child's records and is here to help facilitate their education, you (the parents) bear the ultimate responsibility of educating your children and ensuring they meet the standards and guidelines discussed herein. Further, you are accountable to the Support Group for completing your child's academics.
4. Meet with the Administration as deemed necessary.

5. If you choose to attend a Revival Homeschool-sponsored event, parents must attend these activities with their children and are responsible for their safety and supervision. Jr. High and High School students can attend events with the permission of those leaders in charge of the event without a parent present.
6. Both parents must agree with homeschooling.
7. Parents are to teach their children and provide supervision during school hours.
8. Parents will keep records and provide original reports to the school as required.
9. Parents will choose and pay for their own Christian curriculum.

If, during the school year, you disagree with the philosophy, standards, or administration of the Revival Homeschool, you should make every effort to work with the administration for a solution in accordance with the principles of Matthew 18. If a harmonious solution cannot be reached, the student/family may be asked to leave the school at the sole discretion of Revival Homeschool, its officers, and directors.

Further, parents must live a lifestyle that is in keeping with Biblical values and the Christian faith. Parents alone have the single most significant impact on their children's lives and must, therefore, manifest by precept and example the highest Christian virtue and serve as role models to their children. This includes, but is not limited to, refraining from such activities as violate Biblical principles of Godly living.

Further, the parents must acknowledge that the Scriptures admonish us to abstain from every appearance of evil (I Thess. 5:22). Conduct such as an unmarried couple living together violates scriptural principles and would thereby either disqualify the student from enrollment in Revival Homeschool or be grounds for dismissal. Similarly, deviation from the Biblical standards mentioned above is grounds for either non-acceptance into Revival Homeschool or removal of a student currently enrolled. A married couple is defined as one man and one woman, sex from birth.

## STUDENT QUALIFICATIONS

7th to 12th-grade students applying for admission to Revival Homeschool must:

- Have accepted Jesus Christ as their personal Savior.
- Must demonstrate a willingness and desire to be enrolled in our school.
- Must regularly attend a Bible-believing church.

## CHURCH REQUIREMENTS

To assist in the development of Christian character and lifestyle, we require that at least one custodial parent be born again and regularly attend a Bible-teaching Christian church.

## WITHDRAWAL PROCEDURES

If you choose to withdraw from Revival Homeschool, you will need to fill out a Withdrawal form or send an email to the Director. Your correspondence should include the following information: the child's name, date of birth, grade, reason for withdrawal, and the name and contact information of the new school. Refunds for tuition or enrollment will not be given. Along with the withdrawal letter, please include payment for all outstanding tuition or other monies owed to Revival Homeschool.



When your letter is received, your tuition obligations will cease. If you withdraw after the day of our parent's meeting for that month, you are responsible for the tuition for that month. You will still be enrolled and responsible for tuition until written notice is received, even if you have been inactive.

Transfer of cumulative records will be handled upon request by the new school.

## CONFLICT RESOLUTION

To encourage healthy relationships within our community, Revival Homeschool encourages all students, parents, and staff members to seek healthy resolutions to all conflicts. Revival Homeschool desires to handle all concerns Biblically through the principles of Matthew 18:15-17 and Philippians 2:14. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. We want to handle each problem satisfactorily, and we realize this can only happen through proper communication and support. Following these procedures builds positive relationships and communication. In the event of a concern, problem, or misunderstanding, here is the step-by-step procedure to follow:

1. Students, parents, and individuals should attempt to resolve all conflicts directly with the person with whom the conflict exists. Revival Homeschool acknowledges that some situations occur where this step is either not prudent or possible.
2. After this initial step has been taken or considered in good faith, concerns should go directly to the appropriate Ministry Director, Revival Homeschool Staff Member, Pastor, or Parent, depending on the situation's circumstances.
3. If attempts to resolve the issue with the appropriate personnel are unsuccessful, contact the Director to schedule a meeting with all parties involved.

## LIFE ALTERING CIRCUMSTANCES

In the event of a life-altering circumstance (e.g., illness, death, etc.), Revival Homeschool reserves the right to make special arrangements to accommodate the family or student affected at its sole discretion.

In each case, the arrangement(s) made will be in writing and will clearly state the individual provisions and the duration of the arrangement(s).

## REVIVAL HOMESCHOOL PSP

### TUITION

Every family enrolled in Revival Homeschool's PSP will be required to pay tuition. Payments can be made in full or paid monthly (see following guidelines). Tuition runs from September to June.

Tuition is based on the number of students enrolled in Revival Homeschool.

Payments can be made through your parent portal in our school software or by cash or check through our school office. **Tuition is due by the first of each month and will be considered late by the 5th of the month.** *A late fee will occur if tuition is paid past the 5<sup>th</sup>.*

*If your tuition is not current, then your student will not be allowed to participate in any activities until tuition payments are current.*

## WHAT DO I GET FOR MY MONEY?

- Curriculum counseling and organizational how-to advice
- Ongoing training on how to properly keep records and do your paperwork
- Parent meetings that count toward continuing education for your homeschooling efforts (strongly recommended per HSLDA).
- A community of like-minded parents who support and encourage each other
- Co-Op Days: Twice a month, there are gatherings where kids can make friends and learn together.
- Accurate keeping of student Cumulative Files
- Access to educational field trips & activities
- Access to a Free Used Curriculum Exchange
- More than 20 years of experience and hands-on guidance
- Annual Graduation ceremony, including diplomas
- Official High School Transcripts
- Pastoral oversight and guidance
- Biblical Counseling

## ACADEMIC SERVICES

### **Cumulative Records:**

Your student's permanent, cumulative records are kept in the Revival Homeschool office, located at 29220 Scott Road, Menifee, CA 92584, for the duration of your enrollment. Revival Homeschool's office will obtain your records from your previous school.

## ACADEMIC CHECK IN'S

Families enrolled in Revival Homeschool undergo annual academic reviews called "Check-Ins." This Check-In's aim to ensure that parents meet the teaching standards outlined by the State of California and the guidelines in the Handbook. At Revival Homeschool, we diligently review each child's Course of Study, Progress Reports, and Report Cards provided by parents to assess the curriculum's implementation. If discrepancies arise, we seek clarification. Parents have the liberty to select a Christian curriculum, define teaching methods, establish a daily school schedule, and determine weekly study hours. Our focus is on achieving a balanced schedule to meet the minimum work requirements annually. Academic Check-Ins are conducted as needed, with newly enrolled families meeting at least once per semester. We aim for these sessions to be supportive and encouraging for Revival Homeschool families.

## PREFACE TO REVIVAL HOMESCHOOL'S SEXUAL HARASSMENT POLICY

Given the unique learning environment of PSPs and other similar homeschooling programs, the institution and enforcement of this Sexual Harassment Policy may look different than in a more traditional education program. For example, in a traditional secondary school setting, the students spend the majority of their education time and days attending school outside of the home and away from family members. Within Revival Homeschool's PSP program, students will spend far more time learning and completing coursework in their homes with other family members.

Given this unique learning environment of Revival Homeschool, this Sexual Harassment Policy is intended to apply to any sexual harassment that occurs within Revival Homeschool's Co-Op Days, and Revival Homeschool organized trips educational experiences where staff, volunteers, or third-party vendors may be present, and any functions which have been organized by Revival

Homeschool, its staff, or volunteers who have sought approval from Revival Homeschool for hosting or putting on any event, trip, or educational experience. Further, this Sexual Harassment Policy is also intended to apply to any peer-to-peer sexual harassment that occurs via technology, social media, or any other online platforms of communication.

Further, given that the vast majority of learning and teaching will occur within the student's home, this Sexual Harassment Policy is not intended to change, augment, or alter existing laws related to sexual harassment or abuse that occurs within the home. Families should familiarize themselves with the appropriate resources provided by Local, State, and National authorities. By instituting this Sexual Harassment Policy, Revival Homeschool does not assume any legal or reporting responsibilities of parents or other adults in the student's home related to sexual harassment, misconduct, or abuse that may occur.

## SEXUAL HARASSMENT POLICY

Revival Homeschool, a ministry of Revival Christian Fellowship, developed and distributed this policy regarding sexual harassment in compliance with the California Education Code.

"Sexual harassment," as defined in Education Code § 212.5, means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which are inappropriate in the academic environment and which may also constitute sexual harassment include but are not limited to:

1. Unwelcome sexual flirtations or propositions. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction among peers is not considered sexual harassment but may be subject to other policies defined herein.)
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body, sexuality, or sexual conduct.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons, or use of sexually degrading words to describe an individual.

5. Display of sexually suggestive objects or pictures in the educational environment that are not part of the curriculum or that are offered outside of the classroom out of the context of the curriculum.

Any expression of sexual interest between adults and students, regardless of reciprocity, is considered inappropriate and shall be subject to discipline under applicable state law.

Revival Homeschool is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a professional, caring atmosphere that promotes equal educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Therefore, Revival Homeschool strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to and including expulsion.

Revival Homeschool has established a written policy regarding harassment in the Staff Handbook. Parents who would like a copy of this policy may request one from Revival Homeschool's director.

Staff members will model appropriate forms of addressing other students and parents. The curriculum will include books, music, and activities that demonstrate respect for others. Parents will be alert to gender-biased comments and attitudes. They will engage students in discussions that illustrate that both men and women are successful at a variety of occupations and pastimes. Classroom activities and lessons will be developmentally based so that students will not be presented with concepts that are beyond their capabilities.

If parents or staff members become aware of comments and/or behavior on the part of staff or other students that could be sexual harassment, the parents or staff members are requested to bring their concerns to the school Director. After talking with the administrator, a written complaint may be filed with the Executive Pastor of Revival Christian Fellowship. A confidential investigation of the matter will be conducted. The procedure intends to ensure prompt recourse, fairness, and equity to the family alleging sexual harassment, to the student, and the witness. The investigation will be conducted by the Executive Pastor and Revival Homeschool Director: one male and one female. The family will be notified as to the determination of the investigation.

If it is found that unlawful harassment has occurred, effective remedial action commensurate with the severity of the offense will be taken. Revival Homeschool will not retaliate against the person or the student making the complaint. It will not knowingly permit retaliation by any Revival Christian Fellowship employee, other student, or family member.

### **Obligations of All Employees**

Employees shall report to the Revival Homeschool Director any conduct by other employees or non-employees, such as representatives, other Revival Homeschool parents, or service vendors, that sexually harasses any student enrolled at Revival Homeschool.

If students are harassed in a classroom setting, parents shall take the necessary steps to discipline the students involved. Parents shall notify the Director of the incident in writing, giving a detailed and specific account of the incident. This written statement may be used in the investigation and allegation.

No employee of Revival Christian Fellowship shall take action to discourage a victim of harassment from reporting such an instance. Families of all students enrolled and all staff members hired will receive a written copy of this policy.

## SEXUAL HARASSMENT REPORTING PROCEDURES

To ensure full compliance with state law, Revival Homeschool must distribute the following Student Harassment policies to each family enrolled. Revival Homeschool is committed to providing an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, bullying, verbal and electronic harassment, and sexual harassment. This policy prohibits such acts. Revival Homeschool believes that students have the right to learn in an atmosphere that is most conducive to achieving their fullest potential. As such, guidelines have been established to help students discern when the line between playful interaction and disrespectful behavior has been crossed.

A student who feels they have been harassed should immediately contact a school employee or administrator. Students who observe harassing conduct are encouraged to report the matter to a school employee or administrator promptly. All complaints will be investigated promptly, and appropriate corrective action will be taken. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully and completely investigate every complaint and to notify the student's parent/guardian and appropriate law enforcement agencies as the circumstances warrant. It is against the school's policy to discriminate or retaliate against any person who has filed a complaint.

**Confidentiality.** A complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. The complainant will be informed of this by the administrator receiving and/or investigating the complaint. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation. The alleged harasser will also be informed as to the confidential nature of the procedure. All parties shall be informed that it will be a violation of this policy to disclose the complaint or the nature of the investigation to others and that anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

**Retaliation.** The initiation of a complaint of sexual harassment will not cause any reflection on the complainant or witnesses, nor will it affect such persons' future business dealings with Revival Homeschool, his or her employment, compensation, or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any Revival Homeschool program. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

## SEXUAL HARASSMENT COMPLAINT PROCEDURES.

**A. Informal Resolution.** Students who feel aggrieved because of conduct that may constitute sexual harassment are encouraged, but not required, to inform the person engaging in such conduct directly that it is offensive and must stop.

**B. Formal complaints.** If an aggrieved student is unable to communicate directly with the person whose conduct is offensive, or if direct communication has been unavailing, the aggrieved student may file a complaint with the Administration or its designee. If the complaint involves the Director or other staff, the student shall communicate the complaint to Revival Fellowship's Human Resources Representative, Joyce Conquest.

## SEXUAL HARASSMENT ADMINISTRATIVE REVIEW PROCEDURES

## **Complaints – General Provisions.**

A Director, other administrator, or staff member who receives a verbal complaint of sexual harassment shall provide the student with a copy of the School's sexual harassment policy and procedures. Any non-administrative staff member who receives a verbal complaint of sexual harassment shall promptly inform the Revival Homeschool Director of the complaint.

### **Filing Complaints.**

Complaints shall be filed with the Revival Homeschool Director or their designee as set forth above. Verbal complaints shall be committed to writing by the Director/designee receiving the complaint. If it appears that the student is unable to prepare a written report without assistance, the Director or designee shall assist the student in preparing the complaint. In the case of the minor, the Director/designee should consider whether a child abuse report should be completed.

### **Contents of Complaint.**

The complaint shall identify the offending person or persons, include reference to specific examples of offensive conduct, identify the remedy sought, and describe the informal efforts, if any, made to correct the situation.

### **Review and Disclosure of Complaint.**

The Director/designee shall review the complaint and, as soon as reasonably possible after receipt of the complaint, inform the individual who is accused of sexual harassment of the contents of the communication. If the individual accused of sexual harassment is a Revival Christian Fellowship staff member or a third party doing business with Revival Homeschool, the Director/designee shall refer the complaint to the Executive Pastor and Revival Christian Fellowship's Human Resources representative, who will then conduct an investigation.

### **Time Limits.**

A complaint shall be filed as soon as reasonably possible after the conduct in question has arisen.

### **Investigation.**

As soon as the Director learns of a complaint, he/she shall investigate the complaint thoroughly, promptly, and in a confidential manner. The person conducting the investigation shall speak to all individuals reasonably believed to have relevant information, including, but not limited to, the student and the alleged offender, any witnesses to the conduct, and other victims of similar conduct whom the investigator reasonably believes may exist. The investigation shall be conducted discreetly, maintaining the confidentiality of the student and the alleged offender insofar as confidentiality is consistent with a thorough investigation and appropriate disposition of the matter. The person conducting the investigation shall advise all individuals whom he/she contacts in connection with the investigation of the confidential nature of the complaint and the investigation. The investigation and written report shall be completed as soon as reasonably possible and shall be provided to the complainant and the alleged offender. Any student report of assault and/or physical battery that is of a sexual nature shall be reported to the police for investigation.

## **Corrective Action.**

Upon completion of the investigation of the complaint, the Director shall determine whether the harassment occurred and what corrective action is appropriate. Corrective action may include counseling, warning, or the initiation of disciplinary procedures against the student. The determination shall be in writing and shall be issued to the student and the alleged offender within 20 school days from the date of the original formal complaint. A pupil in grades 4 through 12 may be suspended from school or recommended for expulsion if the administration or the Director of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined above.

## **Appeal Procedures.**

All determinations made under this procedure may be appealed by the student or the alleged offender to the Executive Pastor. The appeal shall be filed in writing with the Administration within ten business days of issuance of the determination in Section B above. The Administration shall issue a final decision within 15 business days.

## **CELLULAR PHONE AND TECHNOLOGY POLICY**

During Co-Op Days and/or other applicable events, students are not allowed to use a personal cell phone or other personal technology device unless they have permission from a staff member.

Parents, please do not call your child's cell phone during school hours. Of course, if there is an emergency and you need to contact your child(ren), please do not hesitate to call.

## **PARENT SUPPORT**

### **Parent Meetings**

Revival Homeschool hosts 5 informative Parent Meetings each year. These sessions aim to enhance teaching skills, offer mutual support, discuss school matters, and facilitate activity sign-ups. HSLDA recommends a minimum of four educational classes per year to update parents on academic topics. Revival Homeschool goes above and beyond this requirement.

The meetings begin at 7:00 PM and end by 8:30 PM. At least one parent must attend the full session. Missing more than two meetings may result in dismissal from Revival Homeschool.

### **Communication**

Our office primarily communicates through email, our website, and text. We kindly request your diligence in regularly checking email and visiting the Revival Homeschool website for updates, responding promptly when necessary. Essential education updates about your child(ren) will be shared through email and the website. Regularly check both platforms for important information.

### **Used Curriculum Exchange**

We have used curriculum that is available to our enrolled families free of charge. Contact the Revival Homeschool office for an appointment.

## Lending Library

Revival Homeschool also offers new curriculum to its enrolled families through our lending library. You may check out two curriculums per school year (July-June).

- **Due date:** The curriculum is due in our office by June 30. If a family unenrolls from Revival Homeschool or is dropped from the program, the curriculum is immediately due in the office upon unenrolling or drop from the program.
- **Damaged books:** All returned books must be free from tears, writing, staining, etc. If the book is damaged, you will be charged the full current price to replace it.
- **Missing books:** If you lose Revival Homeschool's curriculum, you will be charged the full current replacement price for the book. Revival Homeschool reserves the right at its sole discretion to drop enrollment if payment is not made.

## COURSE OF STUDY FOR PUPILS ENROLLED IN PRIVATE SCHOOLS

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**“School is mandatory for six-year-old students; parents and guardians of six-year-old students must enroll their children in school.”** (Education Code [EC] Section 48200)

### KINDERGARTEN-6<sup>TH</sup> GRADE

#### State of California EDUCATION CODE Section 51210

51210. (a) The adopted course of study for grades 1 to 6, inclusive, shall include instruction, beginning in grade 1 and continuing through grade 6, in the following areas of study:

(1) **English**, including knowledge of and appreciation for literature and the language, as well as the skills of speaking, reading, listening, spelling, handwriting, and composition.

(2) **Mathematics**, including concepts, operational skills, and problem-solving.

(3) **Social sciences**, drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, designed to fit the maturity of the pupils. Instruction shall provide a foundation for understanding the history, resources, development, and government of California and the United States of America; the development of the American economic system, including the role of the entrepreneur and labor; the relations of persons to their human and natural environment; eastern and western cultures and civilizations; contemporary issues; and the wise use of natural resources.

(4) **Science**, including the biological and physical aspects, with emphasis on the processes of experimental inquiry and the place of humans in ecological systems.

(5) **Visual and performing arts**, including instruction in the subjects of dance, music, theatre, and visual arts, aimed at the development of aesthetic appreciation and the skills of creative expression.

(6) **Health**, including instruction in the principles and practices of individual, family, and community health.



(7) **Physical education**, with emphasis on the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each ten schooldays, exclusive of recesses and the lunch period.

(8) Other studies that may be prescribed by the governing board. **(BIBLE)**  
(Amended by Stats. 2015, Ch. 706, Sec. 1. (AB 1391) Effective October 9, 2015.)

#### 7TH-12th GRADE

#### State of California EDUCATION CODE Section 51220

51220. The adopted course of study for grades 7 to 12, inclusive, shall offer courses in the following areas of study:

(1) **English**, including knowledge of and appreciation for literature, language, and composition, and the skills of reading, listening, and speaking.

(2) **Social sciences**, drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, designed to fit the maturity of the pupils. Instruction shall provide a foundation for understanding the history, resources, development, and government of California and the United States of America; instruction in our American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the State and Federal Constitutions; the development of the American economic system, including the role of the entrepreneur and labor; the relations of persons to their human and natural environment; eastern and western cultures and civilizations; human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust; and contemporary issues.

(3) For purposes of this subdivision, genocide may include the Armenian Genocide. The "Armenian Genocide" means the torture, starvation, and murder of 1,500,000 Armenians, which included death marches into the Syrian desert by the rulers of the Ottoman Turkish Empire and the exile of more than 500,000 innocent people during the period from 1915 to 1923, inclusive.

(4) **World language or languages**, beginning not later than grade 7, designed to develop a facility for understanding, speaking, reading, and writing the particular language.

(5) **Physical education**, with emphasis given to physical activities that are conducive to health and to vigor of body and mind, as required by Section 51222.

(6) **Science**, including the physical and biological aspects, with emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems, and with appropriate applications of the interrelation and interdependence of the sciences.

(7) **Mathematics**, including instruction designed to develop mathematical understandings, operational skills, and insight into problem-solving procedures.

(8) **Visual and performing arts**, including dance, music, theater, and visual arts, with emphasis on the development of aesthetic appreciation and the skills of creative expression.

(9) **Applied arts**, including instruction in the areas of consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture.

(10) **Career technical education** designed and conducted for the purpose of preparing youth for gainful employment in the occupations and in the numbers that are appropriate to the personnel needs of the state and the community served and relevant to the career desires and needs of the pupils.

(11) **Automobile driver education**, designed to develop a knowledge of the Vehicle Code and other laws of this state relating to the operation of motor vehicles, a proper acceptance of personal responsibility in traffic, a true appreciation of the causes, seriousness, and consequences of traffic accidents, and the knowledge and attitudes necessary for the safe operation of motor vehicles. A course in automobile driver education shall include education in the safe operation of motorcycles.

(12) Other studies as may be prescribed by the governing board. **(Bible)**

## REQUIRED PAPERWORK FORMS AND DUE DATES

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The school provides all necessary forms for enrolled families on our website. **All** paperwork for K-8th-grade students must be **typed in Microsoft Word**. Please read carefully and be sure you understand how to keep your students' records.

There will be a **\$35.00 late fee per child** for any paperwork that is not turned in on time.

The following is a general schedule of what paperwork is due per student please consult the school website for exact dates:

**SEPTEMBER: K-8<sup>th</sup> Course of Study  
High School -Individual Course Description (1 per class)**

**FEBRUARY: K-12<sup>th</sup> Attendance Record  
High School – Student Achievement Record**

**JUNE: K-12<sup>th</sup> Attendance Record\*  
High School-Student Achievement Record\*  
Community Service Hours**

**\*Graduating seniors must have their paperwork turned in by May 15<sup>th</sup>. Paperwork may be submitted by email to [paperwork@revivalhomeschool.tv](mailto:paperwork@revivalhomeschool.tv)**

**Quarter: A quarter is 45 days. A semester is 90 days. There are four quarters in a school year totaling 180 days.**

**Extensions:** Paperwork must be turned in at the Parent Meeting. They are due on or before then, or they will be late. **If you need an extension, you must fill out the appropriate form and have it approved by the Director. An application must be received at least two weeks before the due date of the paperwork.**

### **PAPERWORK REVISIONS**

Your child's paperwork will be completely reviewed for accuracy and honesty in schooling. We reserve the right to send back your child's paperwork should it need to be revised in any way. Most often, the reason we send it back for revisions is that information is lacking. We require you to follow the directions at the top of the form. **DEADLINE:** There is a seven-day deadline for the parent to make the required edits and turn them back into our office. If the deadline is passed, a late fee of \$35 per student will be assessed.

## K-8<sup>TH</sup> GRADE FORMS

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### 1. **Course Of Study:**

We are required by law to keep a course of study for every student enrolled. (Ed. Code, § 51200 *et seq.*) On this form, you must list the grade level, name of the book, author, and publisher of each subject you are teaching. If you are not using a published curriculum for a subject, then list "parent planned" and give a fuller explanation on the back of the form. List the grade, age, and name of your child. A course of study is due at the September meeting.

### 2. **Attendance Record** (one per student):

We are required by law to keep an account of each student's attendance. (Ed. Code, § 48222.) Please use the Attendance Record form for each of your students enrolled in Revival Homeschool. We do not have a minimum number of minutes per day required to determine a school day. There must be a total of 45 scheduled days per quarter (2 quarters per semester). Field trip days are counted as school days. This form is due at the end of each semester, with all final paperwork typed.

### 3. **Student Education Plans (SEP):**

The law requires that any student who is two or more grade levels behind in any subject (reading, English, and math) in public school be on an Individualized Education Plan (IEP). (Ed. Code, § 56300 *et seq.*) This includes any special needs children, Downs Syndrome, Autistic, etc. Private schools do not require this documentation. However, we strongly suggest you consider a SEP and testing in this area. Please get in touch with the Director for all necessary information and documentation. Revival Homeschool allows parents to file a Specialized Educational Plan for those students with special needs. Documentation from a doctor is required for those students who require academic assistance. All these forms will be kept in your cumulative files.

## HIGH SCHOOL FORMS

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No handwritten documents will be accepted at the high school level, EXCEPT community service hour sheets. Please read carefully and be sure you understand how to keep your student's records. Please ask us to explain any areas that are unclear to you. Revival Homeschool requires **190** credits for graduation. **All high school students must meet yearly with the Director to review and update their child's four-year plan.**

### 1. Attendance Record

We are required by law to keep an account of each student's attendance. (Ed. Code, § 48222.) Please use the Attendance Record form for each of your students enrolled in Revival Homeschool's PSP. There should be a total of 90 scheduled days per semester. Field trip days are counted as school days. This form, with all final paperwork, is due at the end of the year. Attendance records are to be turned in quarterly at parent meetings.

### 2. Community Service Hours

This requirement is for high school only and pertains to those who graduate with a diploma from Revival Homeschool. These hours are any time spent by your high school student in a volunteer capacity (e.g., church volunteering, PSP outreaches, hospitals) **and are due at the end of each year.**

### 3. Individual Course Descriptions

We require that you turn in course descriptions for each student enrolled. On this form, you must put down how many credits each class is worth, the course length, the start and end dates, and the course title. You must give, in detail, the type of course your student will be taking (this information can be found in the Scope and Sequence part of your student's books). You must then state the name of the book, the author, the year it was published, the publisher of the book, and if it is a first edition, second edition, or so forth.

### 4. Student Achievement Record

Each semester, the parent will turn in a Student Achievement Record for their high schooler that accurately reflects the grades their student earned for each semester of school. An accurate GPA (grade point average) must also be reflected on the Student Achievement Record.

## COURSE CRITERIA

High School students at Revival Homeschool may use most available curricula. However, here are some guidelines to follow when considering buying any program.

- The curriculum must present a Christian worldview.
- The science curriculum will present a biblically based creation theory.

- History courses should include Bible History and Church History.
- The Bible will be taught as a subject, not as a devotional.

Correspondence, Video School, Satellite courses, and any Tutorial Course must have a Christian worldview.

Courses can be taken at a local community college but need to be assessed individually for content.

Course credit will be determined by the Revival Homeschool office, not necessarily the publisher of the curriculum.

Any course that is questionable in content or length will need to be approved by Director. Unit studies: Core classes must have the Director's approval.

Any course that is questionable in content or length and completed without approval will not be accepted. If it is a core class, it will have to be repeated with an accepted curriculum.

Students can only take a maximum of 7 classes (70) credits per year. During the summer, students may take no more than one core class and one elective or two electives. Students who wish to graduate early must make that decision in 9th grade and have prior approval, and a master plan must be worked out with the director upon entering 9th grade.

Students may take CLEP exams ([www.collegeboard.org](http://www.collegeboard.org)) for high school credit. The score/grade must be submitted for credit.

## OTHER HIGH SCHOOL DETAILS & REQUIREMENTS

It is **recommended** that your child take the CHSPE (California High School Proficiency Exam) in 11<sup>th</sup> grade.

Reason: new changes for college acceptance have made it more difficult for privately homeschooled students to be accepted.

For those students taking SAT1 college exams, you will be asked for a school number. Please get in touch with the Director before your test date to receive this number.

By the end of your child's sophomore year, you should have at least three colleges that you are considering for enrollment. It is your responsibility to know what courses are required to enter the respective schools. This may change your course of study.

Transcripts will be provided. All requests must be in written form at least 7 -10 business days before the needed date.

### **Promoting or “Skipping”**

Revival Homeschool's policy on promoting or “skipping” your student to a higher grade level is as follows:

Once a student reaches ninth grade, grades are not skipped. A seventh or eighth-grader whose parents believe he/she should skip to high school will be evaluated to determine grade-level

efficiency. Current benchmark testing will also be a considering factor. Also, the student will need permission from the Director to enter the high school program.

## **Community Service Hours**

*50 hours total are required for graduation from Revival Homeschool*

Service Hours **CANNOT** be counted in this category for the following reasons:

- If monies are received.
- An adult person in charge of a student does not sign off the community service log. Service hours **CAN** be counted for the following reasons:
- If work is done in the community or a church.

## **Community Service Possibilities**

- Hospitals volunteer service.
- Coaching city athletic teams
- Helping with AWANA or another related church program
- Teaching Sunday School
- Volunteer help with any city program
- Harvest Festival
- Volunteer work at a camp
- Convalescent Hospital servisse
- Animal Shelter volunteer work
- Helping to clean the church
- City graffiti removal
- Volunteer work at a city library
- Any volunteer work with your church
- Boys and Girls Club
- Reaching out to widows or widowers (lawn work, house cleaning, etc.)
- Service Day work during any church activities
- Outreaches
- Wycliffe Bible Translators

The requirement for graduation is 50 hours for the four years you are enrolled at Revival Homeschool in grades 9-12. You **MUST** log the type of work you performed and the number of hours and have a supervisor's signature. The Community Service Form may be photocopied. If you have any questions as to the validity of the community service and whether the hours/type of work will be accepted, please call the school office.

## DRESS CODE

### Purpose and General Guidelines

As Christians, it is our desire for students to please the Lord and be a good witness to others in both appearance and behavior. There is a definite relationship between good dress habits, good work habits, and proper school behavior. We require students to dress modestly without drawing undue attention to themselves. Why? Modesty is centered on the assumption that each student is valuable because they are made in God's image—not because they are physically attractive to the opposite sex or because their appearance conforms to the expectations of the world. Each element of the dress code is outlined with this assumption in mind. To that end, students should avoid extreme or questionable fads and fashions. We believe that proper student dress, along with continual effort for good attitude and behavior, are essential elements of our wholesome Christian learning environment. Revival Homeschool reserves the right and sole discretion to determine that which "attracts undue or excessive attention to the wearer . . ." and is, therefore, unacceptable.

### All Students

Picture or slogan shirts, blouses, etc., which show or speak of activities not in line with Christian principles are not permitted. **The dress code applies to all student activities** (i.e., field trips, class parties, sporting events, school plays, graduation, banquets, etc.) on campus.

No articles of clothing, jewelry, or accessories related to a secular group or gang will be permitted on campus or at any school activity.

All clothing must fit properly. It should not be too tight or too baggy.

**Special Note to Parents**—Please read the dress code carefully and encourage and guide your child to wear an acceptable dress at school functions. We appreciate your cooperation in this area. *Parents of students violating the code will be notified to bring appropriate attire on the same day.*

### Girls

- Girls should be neatly dressed at school.
- Tight-fitting clothing is not acceptable.
- Short tops that expose any part of the midriff skin are not permitted. This includes when arms are lifted straight out to shoulder height (a "T" formation).
- No undergarments are permitted to show through the outerwear.
- Halter, off-the-shoulder, strapless, and backless tops or dresses are not allowed.
- The bodices of dresses, blouses, and tops must be worn modestly. Cleavage cannot show when sitting down or bending over. Administration reserves the sole right and discretion to determine if the bodices of dresses, blouses, and tops are modest.
- Clothing that displays words with suggestive double meanings is not allowed.
- All pants must be worn at the waist. Blouses and tops must overlap the waistband of pants and skirts enough to prevent the midriff from showing.
- Pants, skirts, or shorts with writing across the back pockets or "seat" are not allowed.
- Leggings are acceptable only when the shirt covers the bottom.



- Short shorts are not acceptable. They must be the length of the tip of the middle finger when held down along the sides of the leg while standing.
- Shoes must be worn at all times. Students may wear open-toe sandals, but for safety reasons, they will not be allowed to play in certain areas of the playground (such as the woodchip area).
- Flip-flops are not allowed on the playground.
- Wheelie shoes, slippers, and spiked heels are not permitted.
- Girls should wear their hair clean, neat, and attractively. They should avoid extreme or questionable hairstyles, such as gothic, Mohawk, etc. Hair should be a natural color.
- Excessive make-up is NOT allowed.
- Body piercing is only allowed on the ears.
- Jewelry is allowed in moderation.
- No choke chains, wallet chains, or dog collars are permitted. Stud or spikes are not allowed on belts or accessories.
- Hats are permitted, but they may not be worn backward or sideways and not during class time.
- No gothic or grunge clothing.
- Girls may only wear one-piece bathing suits at events/activities that require "beachwear."

## Boys

- Boys should dress neatly at school.
- Boys must wear jeans, pants, or shorts of appropriate size, not too baggy or too tight.
- All pants must be worn at the waistline. No part of the undergarment can be visible – “no sagging.”
- Clothing that displays words with suggestive double meanings is not allowed.
- Tank tops and sleeveless shirts are not permitted.
- Shoes or sandals with heel straps must be worn at all times. Students may wear open-toe sandals but will not be allowed to play in certain areas of the playground for safety reasons.
- Flip-flops are not allowed on the playground.
- Wheelie shoes must have the wheels removed while on school grounds.
- No choke chains, wallet chains, or dog collars are permitted, and no studs or spikes are allowed on belts or accessories.
- Hair should be a natural color . Avoid extreme or questionable hairstyles.
- Hats are permitted, but may not be worn backward, sideways, or indoors. Bandanas are not allowed.
- Safety pins should not be used as decorations or used in excess on clothing.
- Boys may not wear nail polish.
- No gothic or grunge clothing.

The dress code above is not all-inclusive, and Revival Homeschool reserves the sole right and discretion to enforce this dress code as necessary. In enforcing this dress code, the administration will resolve any situation not specifically covered herein following the general intent and purpose of

the code as described herein. Acknowledging styles change over time, the administration reserves the right to add inappropriate clothing or fads to this list at any time.

## PUBLIC DISPLAYS OF AFFECTION

To maintain an atmosphere of learning, mutual respect, and safety, students will abide by the following code on public displays of affection.

The following activities specifically will not be allowed:

- No kissing.
- No pelvic contact is allowed, including, but not limited to, full-body hugs, sitting on laps, etc.
- No touching of a sexual nature.

Supportive or congratulatory hugs will be allowed if there is a mutual agreement between the parties involved.

Consequences: Offenses will be brought to the attention of the people involved. Severe or repeated offenses will warrant a meeting with students, parents, a pastor, and administration, where appropriate consequences will be decided.

## LATE FEES AND PENALTIES

**A \$35.00 penalty fee *per child* will be charged if:**

- The course of study will be turned in after the September meeting.
- Suppose you miss more than two Parent Meetings. (Paying the penalty fee is NOT an option, unlike attending meetings, but we hope the charge is a simple deterrent from excessive absences.)

If tuition is not paid by the 5th day of each month, a \$15.00 late fee will apply.

**Family's enrollment may be terminated if:**

- Tuition is two months overdue, and the school was not notified of the issue.
- There are two or more Parent Meetings missed.
- Family allows their HSLDA membership to expire.
- Academic goals and requirements are not met.
- Communication between the Revival Homeschool office and parents has failed.

