

Community Home Education Program
Orange County Department of Education
<http://ocde.us/chep>



PARENT HANDBOOK



*Recipient of
California Department of Education
and California Coalition of Independent Study*

***Exemplary Independent Study
Recognition Award***



INTRODUCTION

Welcome to the Community Home Education Program (CHEP). We have created this booklet to summarize important information for our parents and students. We hope it will acquaint you with our school's policies and procedures and provide you with an overview of who we are and what we offer to our families. Please read it carefully and refer to it throughout the year.

We encourage you to call any of our offices, listed below, if you have any questions and to visit our website: <http://ocde.us/chep>.



CHEP ADMINISTRATION

(714) 327-1000

2910 Redhill Ave., Suite 200

Costa Mesa, CA 92626

Located on Redhill, between Bristol and Baker

CHEP CENTRAL

(714) 327-1010

2910 Redhill Ave., Suite 200

Costa Mesa, CA 92626

Located on Redhill, between
Bristol and Baker

CHEP NORTH

(714) 245-6460

1250 N. Lakeview, Suite T

Anaheim, CA 92807

Located off the 91 freeway,
east of the 55 freeway

CHEP SOUTH

(949) 425-2100

23456 Madero, Suite 160

Mission Viejo, CA 92691

Located off of the 5 freeway

CHEP WEST

(714) 245-6580

11085 Knott Ave. Suite A

Cypress, CA 90630

Located on Knott,
South of Katella

HISTORY

The Community Home Education Program (CHEP) opened its doors on January 4, 1988, under the supervision of the Orange County Department of Education. Since that time, we have grown to four TK - 8 sites and over 1100 students. Our partner school, Pacific Coast High School is WASC accredited and services grades 9 - 12. It is located in Tustin. Contact PCHS through their website: <http://pchs.k12.ca.us/>.



MISSION STATEMENT

The primary goal of the Community Home Education Program is to continue and expand the cooperative effort between students, parents, and teachers that encourages students to become successful, independent, and responsible life-long learners.

The purpose of the Community Home Education Program is to create a partnership between parents, students, teachers, and the community that will . . .

- inspire students in grades TK - 8 to learn and grow to their potential.
- equip parents to be the most effective teachers of their children.
- provide the community with a viable, public, home-based educational option.

We seek to support this partnership by . . .

- developing an individualized learning plan for each student
- with goals to maximize each student's unique strengths, talents, and abilities.
- providing resource materials and enrichment opportunities to support student learning.
- providing parents with support, guidance, and training opportunities to successfully meet the individual academic needs of their students.

PROGRAM POLICIES

- Admission will require an initial interview, student assessment criteria, and written agreement signed by the student, parent, and a CHEP teacher.
- All students are enrolled in CHEP via the CHEP/PCHS Verification Form (referral) signed by their district of residence. If you move during the school year, notify your CHEP teacher immediately.
- There must be a parent or designated adult with the student during the school day to provide the student's educational program.
- All students entering CHEP must have an updated immunization record which must be submitted before enrolling. A health checkup may be completed up to 18 months prior to entry into first grade. It is recommended to have the exam completed by TK/ Kindergarten entry. TK/Kindergarten students and students entering a California public school for the first time must present a birth certificate or other valid proof of age. These documents may also be requested from a previous school.
- An Oral Health Exam is required of TK students, kindergarteners, as well as first graders entering a California public school for the first time.
- Our well qualified teachers are able to provide for students with minor learning problems. However, students identified as qualifying for Special Education who have an active Individualized Educational Program (IEP) may enroll with CHEP only if their IEP specifically provides for that enrollment. Enrollment will be based upon the determination of the IEP team at the district of residence that CHEP is an appropriate placement for the student. A CHEP educational liaison needs to attend the IEP to help the team understand the benefits of the program.



Commitment

MORE PROGRAM POLICIES

- CHEP is committed to individualizing instruction for each student. Methodologies may vary from the complete integration of all subjects into topical studies (thematic units) to the individual presentation of each subject area. The types and variety of direct assistance, monitoring, and evaluation desired and necessary also vary with each student and family.

Individualize

- Students enrolled in CHEP are permitted to attend private tutorial centers or supplemental and enrichment classes as long as CHEP is the school of enrollment, keeping the cumulative records and providing the Progress Report. Tutorials, supplemental, or enrichment classes which support the student's instructional plan and intermediate assignments may be included as a portion of the completed student work for attendance credit as long as pre-approved by the CHEP teacher.
- Because of the unique nature of the partnership between parent, teacher, and student that is core to CHEP, parents must be able to meet with the program staff as required to ensure maximum student success. This may entail weekly, bi-weekly, or monthly meetings (based on individual needs) with the program staff at one of the CHEP sites located throughout Orange County. Parents must be able to provide transportation to the site indicated on the master agreement.
- Continued enrollment in CHEP is based on compliance with all policies set forth in the enrollment agreement and includes the mutual agreement between the parent, student, and teacher that CHEP is an appropriate and successful placement for the student.



ENROLLMENT PROCEDURES

Contact the CHEP office nearest you for more detailed information about our program, as well as information regarding enrollment procedures. (Please see page 1 for locations and phone numbers.) We will be happy to talk to you about our program and your child's individual needs to determine if CHEP is a good placement for your student. Our website has the needed forms for enrollment, a ten minute video overview of the program, and other helpful information.

NEW PARENT ORIENTATION

Each site holds a New Parent Orientation at the beginning of the school year to give new parents a “jump start” in their home-based educational program. CHEP staff members present an overview of the program designed to assist new parents and to create a sense of community.

ATTENDANCE/STUDENT WORK

Work



Attendance in CHEP is based on the assigned work that students complete in each attendance month. It must be the work done during that particular month by the student.

Most or all of the student work is submitted each month in order for the student to receive attendance credit for work done at home. Work must be submitted for each one of the curricular areas covered in the monthly assignment. Examples may include workbook pages, chapter tests, creative writing, book reports, projects, activities, pictures of special projects, written reports or tests, oral presentations, or any other work done in each subject area.

Academic credit can be given only when a student's supervising teacher has received intermediate assignment sheets (lesson plans), and the student work has been submitted and verified as completed, and the quarterly conference has been held. No attendance credit can be given unless work completion is verified **on time**.

CURRICULUM AND INSTRUCTIONAL MATERIALS

Curriculum

The curriculum is organized as a balanced program of learning experiences with emphasis on the basic skills. The curriculum is consistent with the California State Standards, policies, and requirements. Master assignments covering all subject areas are issued to parents at the time of enrollment. The use of supplemental materials which go *beyond* the basic, core curriculum either philosophically or religiously, is a private concern and is viewed as *over and above* the independent study agreement.

Textbooks and Instructional Materials

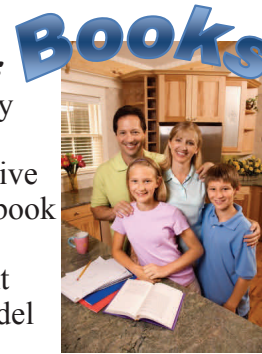
CHEP sets high standards to ensure that quality textbooks and materials are available to each student to support a complete and comprehensive instructional program for grades TK - 8. Textbook adoptions are conducted on the same cycle as other public schools in order to provide current materials that are in compliance with state model curriculum guidelines and the California State Standards. Both consumable materials (to be written in and “consumed” by the students) and non-consumable materials (items that can be re-used by other parents or students) are checked out to each student and parent enrolled with CHEP.

All materials must be returned to the CHEP office at the end of each school year (unless utilizing during the six-week summer session) or at the time of withdrawal from the program so that we may accurately inventory and order sufficient materials for the anticipated enrollment for the next school year. Parents agree to pay for all lost or damaged material

State Content Standards

CHEP aligns all instruction with the California State Content Standards, which include the new Common Core State Standards in English-Language Arts and Mathematics. These standards are available on the CDE website at:

<http://www.cde.ca.gov/be/st/ss/index.asp>



CONFERENCES

In addition to regular monthly contact and meetings, formal conferences between the parent, student, and supervising teacher are scheduled quarterly. Dates of the conferences are published in the CHEP newsletter and attendance calendar. Parents set an appointment with the teacher to discuss the student's progress and to clarify any questions they may have. Additional informal conferences are held as needed, either in person, by telephone, or via email.



EVALUATION

Progress reports are maintained on a quarterly basis and are completed with input from the parent and the certificated teacher. Transitional Kindergarten through fifth grade Progress Reports do not use letter grades. Sixth through eighth grades have the option of using a non-graded progress report or graded report card. Evaluation of student's work is based on grade level expectations according to California State Standards.

Standardized testing is an evaluation strategy used by CHEP in the spring of each school year for Grades 2-8. All students in Grades 2-11 are required to take the STAR testing. This is a series of California State Standards-based tests to measure achievement in the basic skills, i.e. vocabulary, reading, spelling, language, mathematics, and in Grades 5, 7, and 8 content mastery. Students in Grades 2 - 8 are scheduled to take the test in a group setting by grade level. These tests are given at each CHEP site office or a larger, nearby facility. Individual schedules are mailed to parents approximately one month prior to the testing dates. Test results are mailed to the parents in the summer.

WITHDRAWAL

Withdrawal from CHEP can occur at any time during the school year. If a parent wishes to withdraw their child from CHEP, they must notify their CHEP teacher, schedule a final conference, and return all materials. The CHEP staff will make every effort to facilitate the student's transition to another public or private school of the parent's choice. A transcript of their attendance with CHEP will be forwarded to the new school upon request.

A student may also be withdrawn from CHEP if the parent or student fails to comply with the terms of the enrollment agreement. Parents are notified in advance if they are at risk of being released from CHEP due to non-compliance.

SCHOOL RULES

The following guidelines have been developed in order to provide a safe and positive experience for all students and parents who visit our CHEP sites for regular meetings with your supervising teacher, to access resources, or to participate in a CHEP sponsored class, activity, or special event.



Arriving and Leaving CHEP Sites

- Students should arrive at all scheduled meetings, classes, or events on time - not more than 15 minutes prior to the starting time.
- Parents should accompany students inside the site to verify correct date and time of the meeting, class, or event. Please do not drop students off without checking on these details.
- Students should be picked up promptly - no later than 15 minutes following the scheduled ending time of a meeting, class or event.
- Students must wait for parents inside the CHEP office.
- Students may not leave the site for any reason without proper adult supervision.

SCHOOL RULES, CONTINUED

- Students are expected to arrive and leave the site with transportation provided by their parent or guardian. Parents must notify the student's supervising teacher in writing if the student is to arrive or leave the site by any means other than transportation provided by the student's parent or guardian.

While Present at a CHEP Site

- Please assist the staff in maintaining an appropriate noise level and activity level for an office/school work environment.
- Parents, please direct children to clean up the playroom before leaving the site.
- Parents must provide adult supervision for all children at all times when on site or in the playroom.
- Dress should be appropriate to an office/school work environment (shoes/shirts).
- CHEP staff and parents will be partners in ensuring that all children display appropriate and respectful behavior.
- Please be respectful of "staff only" areas and teacher offices. CHEP staff will be happy to assist you in locating needed resource materials. Only CHEP staff may operate copy machines.
- It is unlawful to paint, draw, or mark graffiti on or in the facilities at any CHEP site. Parents will be liable for the cost of graffiti removal.

Your cooperation in enforcing these guidelines will allow us to better serve you.



PROGRAM HIGHLIGHTS

Credentialed Teachers

CHEP is based on a partnership between a credentialed staff teacher, the parents, and the student. The CHEP teacher's role is to assist parents and provide general supervision to the individualized academic plan for each student.



Monthly Newsletters

Newsletters highlight CHEP events and activities. Important dates and information are also included each month, so be sure to read this important communication available online or at your site before the beginning of the first of each month. The newsletter is posted on the CHEP web site about a week before the hard copy is available at the sites.

Web Site

Our web site, <http://ocde.us/chep> posts the monthly newsletter on the first day of each attendance month, has enrollment forms for downloading, and includes parent resources and links to educational web sites.

Workshops

Workshops are scheduled throughout the year at all four CHEP sites and are designed to enhance and enrich our student's academic and developmental growth. These workshops are fun and interactive, and provide opportunity for students to make friends and learn in a fun environment. All core subjects are represented in these workshops, in addition to ones that are planned *just for fun!* Parents are welcome to come into the classes. We also offer parent classes on a variety of topics, designed to support you in your role as your child's teacher and to build a sense of community among our fabulous



parents. We hope you and your children will take advantage of these valuable opportunities for learning, fun, and community-building. Please check at your site and in the newsletter for information regarding the workshops. Sign-ups are required to ensure that we have enough space and materials for all of the attendees.

MORE PROGRAM HIGHLIGHTS

Computer Lab

Computer lab is open four days each week for most of the school year. We have a variety of computer programs which can meet the needs and interest levels of students from TK - 8th grade. We encourage you to come in and take advantage of this learning opportunity. There will be a staff member in the computer lab at all times to assist and instruct your child. In order to give everyone an opportunity to use the computer room efficiently, we ask that you observe these guidelines:

1. Sign up in advance by calling the CHEP office.
2. Time limit is fifty minutes per week.
3. Infants and toddlers are welcome in the play room with a parent while you are waiting for your student.
4. Please, no gum, food, or drinks in the computer room. Please consider the computer lab a regular learning center classroom.



8th Grade Promotion Celebration

Promotion is conducted each year for our eighth graders who are moving on to high school. Eighth graders are honored at a special ceremony which is attended by their families and guests. The promotion ceremony includes special speakers and student talent, and is a major event and a highlight of our year.



Promotion

MORE PROGRAM HIGHLIGHTS

Art Fair

Our annual fall Art Fair is a very popular event. Students are encouraged to create a work of art from any media and category. There is no limit to the creative possibilities! This is not a contest; every student receives a participation award. The Art Fair is an opportunity to bring other family, grandparents, neighbors, and friends to your site for an Open House. Check your newsletter for dates and times.

CHEP EXPO

Each year CHEP students are encouraged to include special projects in their learning plan. Students may elect to do a science project, international project, or any project that represents a “chunk” of the students’ learning plan for the year! In the spring, CHEP EXPO students have the opportunity to share their projects with friends, families, neighbors, and other CHEP students. The EXPO also includes the annual variety show with student performances, along with an exciting science contest (such as: Building a Catapult, The Great Egg Car Crash Test, Water Bottle Rockets, Mousetrap Cars, and more).



Park Days

Park Days are scheduled throughout the school year by the parent support groups to allow parents and students opportunities to meet and share ideas. They include group activities for a variety of age levels. Many families bring a picnic lunch. It’s a great time to meet with other CHEP families.



MORE PROGRAM HIGHLIGHTS

CHEP Online Transition Courses: 7th and 8th Grade

CHEP offers online semester-long courses designed in collaboration with Pacific Coast High School (PCHS).

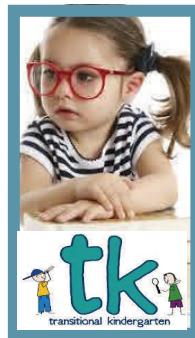
Courses available include Computer Skills, Literature, Short Stories and Composition, World History, U.S. History, Life Science, and Physical Science.



Specific course and enrollment information is available on the CHEP website:

<http://www.ocde.us/CHEP/Pages/Online-Transition-Courses.aspx>

CHEP Transitional Kindergarten (TK)



For those students who just miss the cut-off date to enter Kindergarten, TK is a wonderful opportunity for fun social and emotional development.

Transitional Kindergarten (TK) is a bridge between preschool and kindergarten for students who will turn 5 years old between October 2 and December 2, 2013. (Note: According to California Ed Code, students must turn 5 by October 1, 2013 in order to enroll in Kindergarten.)

TK is a wonderful way to introduce children to learning by providing enriching, fun, and academically appropriate activities. Because the social and emotional development of the child is so critical at this point, play and exploration are at the heart of each unit. *All About Me*, *Transportation*, and *Growing Things* are just a few of the specially designed kits available for our TK students. CHEP's all-inclusive theme boxes and libraries make it easy to explore everything from *Insects and Spiders* to *Five Senses* with comprehensive, flexible, hands-on learning lessons. The boxes are packed with props and manipulatives that support student learning through experience and play.

FIELD TRIPS

Field Trips are available for various interests and grade levels. Attendance is optional. These are wonderful opportunities for direct, hands-on educational experiences and socialization. Keep watching the monthly newsletter for places you can visit with your child! Then go to the page on our website dedicated to field trips, where details, costs, and online registration links can be found: <http://www.ocde.us/CHEP/Pages/Field-Trips.aspx>



In order to give everyone an opportunity to attend the field trips applicable to their students, please observe the following guidelines.

- Go to the field trip page on the website for flyers and detailed sign-up/payment information.
- Payment (done online) is due at time of sign-up and is non-refundable.
- If you are unable to attend, please contact the field trip coordinator. If there is a wait list, someone else may be able to take your place.
- Start times are determined by the venues. Be advised they may not admit late arrivals and refunds will not be given.
- Out of courtesy to the group:
 - * Please follow venue policy regarding cell phones, cameras and other personal electronics.
 - * Please give full attention to presenters.
 - * Instructions given by presenter(s) apply to both students and parents.
- Parents are responsible for the supervision of their children at all times.
- To ensure the safety of all participants and out of consideration for the schedule, please stay with the group.





Drama



Field Trips



Classes



Families



Experiment

