

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



**ACCESS**  
Alternative, Community and Correctional  
Education Schools and Services

# ***2016-2017***

# ***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>.

Friends



**CHEP ADMINISTRATION**  
(714) 327-1000

**CHEP CENTRAL**  
(714) 327-1010

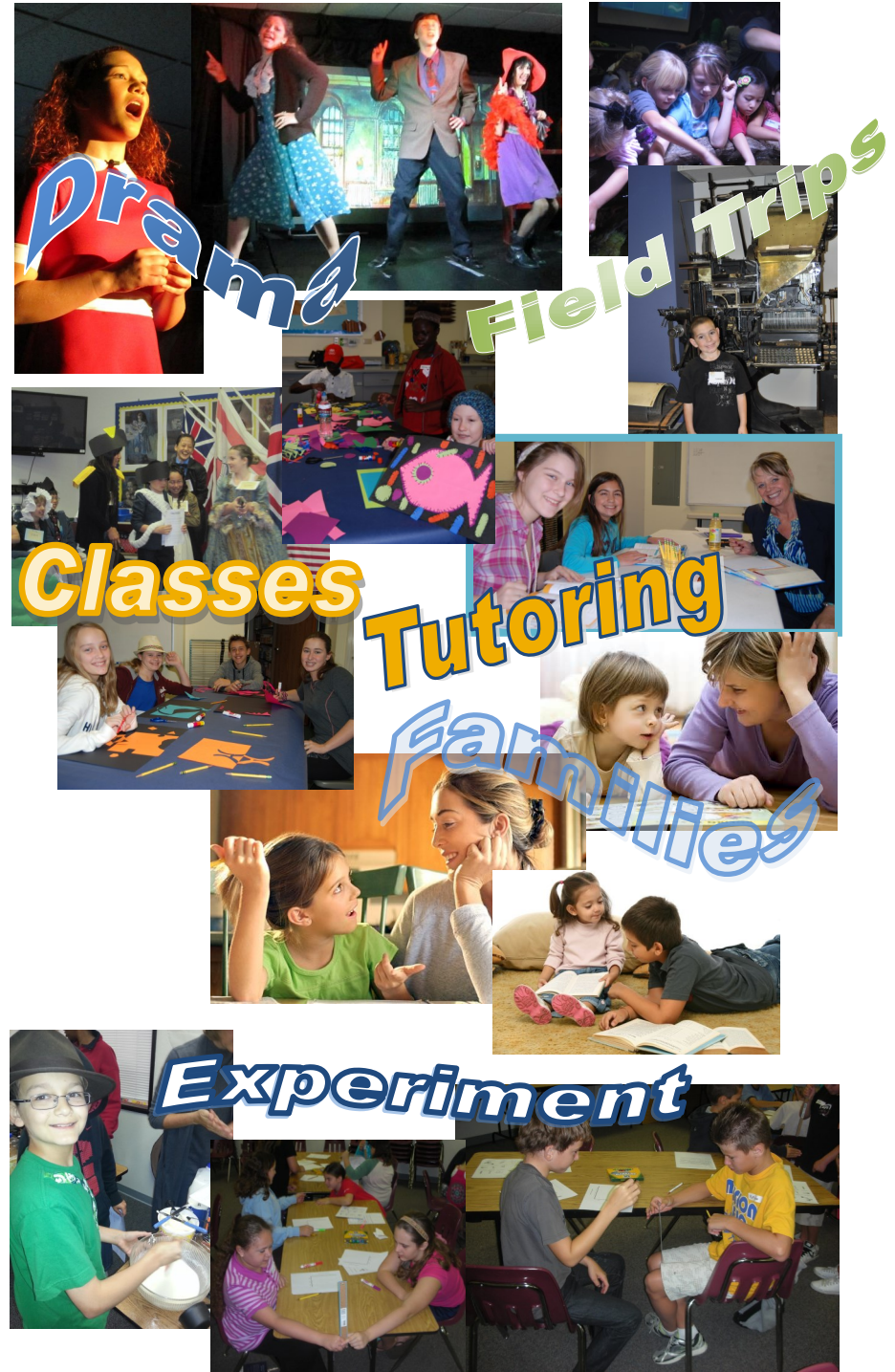
2910 Redhill Ave., Suite 200  
Costa Mesa, CA 92626  
Located on Redhill, between  
Bristol and Baker

**CHEP WEST**  
(714) 245-6580

11085 Knott Ave. Suite A  
Cypress, CA 90630  
Located on Knott,  
South of Katella

**CHEP NORTH**  
(714) 245-6460

1250 N. Lakeview, Suite T  
Anaheim, CA 92807  
Located off the 91 freeway, east of the 55 freeway



# 2016-2017 IMPORTANT DATES

## School Holidays and Site Closure Dates

July 4	Independence Day
August 18	All Staff Conference
September 5	Labor Day
November 11	Veteran's Day
November 24 - 25	Thanksgiving
December 12	Staff Conference
December 19 - January 2	Winter Break
January 16	Martin Luther King Jr.
February 13	Lincoln's Birthday
February 20	Presidents Day
April 17 - 21	Spring Break
April 28	Memorial Day



## Conferences and Final Monthly Work Submission Dates\*

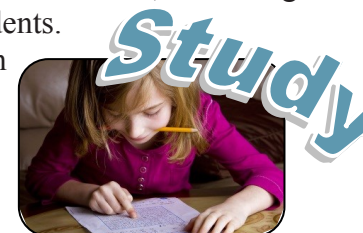
July 18	Month 1 work due
August 15	Month 2 work due
September 12	Month 3 work due
October 3 - 21	Conferences (schedule with CHEP teacher)
October 10	Month 4 work due
November 7	Month 5 work due
December 5	Month 6 work due
December 12 - 16	Conferences (schedule with CHEP teacher)
January 17	Month 7 work due
February 14	Month 8 work due
March 13	Month 9 work due
April 10	Month 10 work due
May 8	Month 11 work due
May 8 - 26	Conferences (schedule with CHEP teacher)
May 22	Month 12 work due



\* Work submitted to your teacher after these dates will not receive credit.

# 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 three TK - 8 sites and over 700 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 create and expand the cooperative effort among 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 collaboration by . . .

- personalizing 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.
- providing resource materials and enrichment opportunities to support student learning.
- guiding parents with support and mentoring to successfully meet the individual academic needs of their students.



## GUIDELINES AND EXPECTATIONS

The following guidelines were 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.

### Supervision

#### At the CHEP sites, we strive to provide:

- A welcoming and friendly environment.
- A focus on the academic progress of all students.
- Mutual respect, courtesy, and kindness to all.
- Collaborative relationships among students, parents, and staff.
- An inclusive environment for staff, students, and parents.
- A climate that promotes encouragement and understanding.



#### Parents are responsible for:

- Supervising their child(ren) while on campus at all times.
- Assisting the staff in maintaining an appropriate noise level and activity level to support the learning environment for the student and the school/office work environment of the staff.
- Building positive relationships with teachers, staff, other parents, and their children's friends.
- Engaging in supportive and positive conversations with all.
- Bringing concerns and issues to the attention of your teacher and/or the CHEP principal, to discuss and seek a positive solution.
- Correcting their own child's behavior and partnering with CHEP staff in ensuring that all children display appropriate and respectful behavior.
- Directing children to clean up the lobby/waiting room/toy area before leaving the site.
- Respecting "Staff Only" areas and teacher/staff offices. CHEP staff will happily assist you in locating needed resource materials. Only CHEP staff may operate copy machines.

Your cooperation in supporting and enforcing these guidelines will allow us to better serve you and ensure a safe environment for all.

## MORE PROGRAM HIGHLIGHTS

### CHEP Transitional Kindergarten (TK)

For those students who just miss the cut-off date to enter Kindergarten, Transitional Kindergarten (TK) serves as a bridge between preschool and kindergarten for students who will turn 5 years old between September 2 and December 2 of the current year. (Note: According to California Ed Code, students must turn 5 by September 1 of the current school year in order to enroll in Kindergarten.)



The TK program introduces children to learning through 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 interactive, hands-on educational experiences and socialization. Check our newsletters and the CHEP site bulletin boards for places you can visit with your child!



Experience

# MORE PROGRAM HIGHLIGHTS

## **CHEP Online Transition Courses: 7<sup>th</sup> and 8<sup>th</sup> Grade**

CHEP offers semester-long courses designed in collaboration with Pacific Coast High School (PCHS) for 7th and 8th grade students.

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>



## **8<sup>th</sup> 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



## **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.
- 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.



Arriving/Leaving



## **While Present at a CHEP Site**

- Dress should be appropriate to a school/ office work environment (shoes/shirts must be worn).
- 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 removal.



## PROGRAM POLICIES

- 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 or Report Card. 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 they are pre-approved by the CHEP teacher.



- Parents must meet with their assigned teacher as required to ensure maximum student success. This may entail weekly, bi-weekly, or monthly meetings (based on individual needs). 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.

## MORE PROGRAM HIGHLIGHTS

### *Art Fairs*

CHEP's annual fall site Art Fairs are very popular events. 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, it is a showcase event. The Art Fair is an opportunity to bring other family, grandparents, neighbors, and friends to your site for an Open House experience. 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 their learning plan for the year! In the spring, students have the opportunity to share their projects with friends, families, neighbors, and other CHEP students at our annual, all school EXPO. The EXPO also includes the annual student Variety Show, 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. It's a great time to meet with other CHEP families.





## PROGRAM HIGHLIGHTS

### Website

The CHEP website, <http://ocde.us/chep> posts our current newsletter, has forms for downloading, and includes parent resources and links to educational web sites. You may also wish to follow “CHEP Ideas” on Pinterest.



Website

### Newsletters

Newsletters highlight CHEP events, classes, and activities. Important dates and information are included in each newsletter. It is available online at <http://ocde.us/chep>.

### Workshops

Workshops are scheduled throughout the year at all three CHEP sites and are designed to enhance and enrich our student’s academic and developmental growth. These workshops serve as a complement to the core instruction students receive at home. They are designed to be fun and interactive, while providing opportunities for students to make friends. All core subjects are represented in our workshops, in addition to those that are planned *just for fun!* We also offer parent classes on a variety of topics, designed to support you in your role as



Workshops

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.

## PARENT ORIENTATION

Each site holds a *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 create a sense of community.



community

## ATTENDANCE/STUDENT 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.**

Work



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), the student work has been submitted and verified as completed, and a conference has been held. No attendance credit can be given unless work completion is verified **on or before the due date.** (See Parent Calendar or page 11 of this booklet.)

# CURRICULUM AND INSTRUCTIONAL MATERIALS

## Curriculum

CHEP's curriculum provides a balanced program of learning experiences with an emphasis on the mastery of basic skills and academic content. The curriculum is aligned 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.

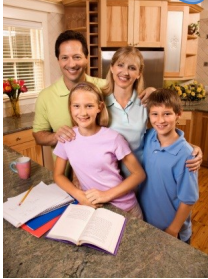
All materials must be returned to the CHEP office at the end of each school year (unless utilizing during the six-week summer session) or at the time of withdrawal from the program so that we may accurately inventory and order sufficient materials for the anticipated enrollment for the next school year.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

## State Content Standards

CHEP aligns all instruction with the California State Content Standards, which are available on the California Department of Education website at:

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

## Books



# CONFERENCES

In addition to regular monthly contact and meetings, formal conferences between the parent, student, and supervising teacher are scheduled quarterly. Parents set an appointment with the teacher to discuss the student's progress and to answer any questions they may have. Additional informal conferences are held as needed, either in person, by telephone, or via email. Dates of the conferences are published on the Parent Calendar and on page 11 of this booklet.



Parent ~ Student ~ Teacher

# EVALUATION

Progress Reports and Report Cards are maintained on a quarterly basis and are completed with input from the parent and the assigned 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 a graded Report Card. Evaluation of the student's work is based on grade level expectations aligned with the California State Standards.

# WITHDRAWAL

Withdrawal from CHEP may 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 their student is at risk of being released from CHEP due to non-compliance.