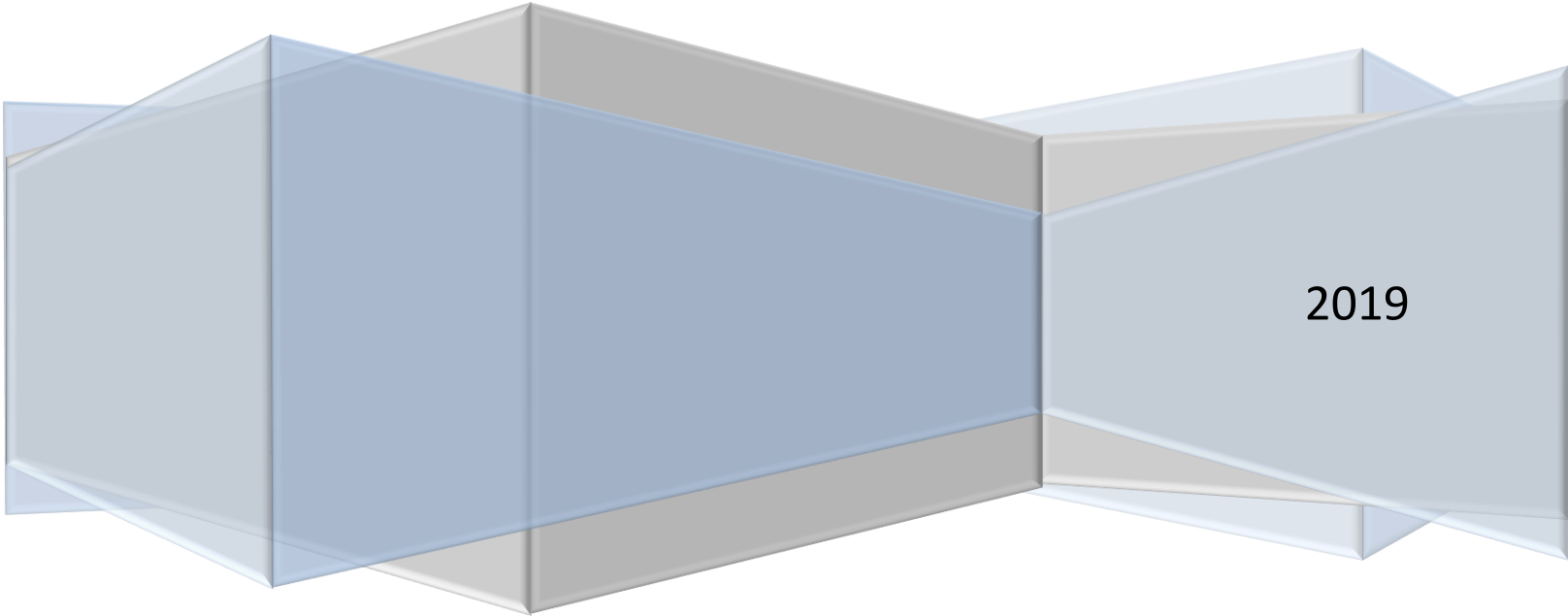


Edgewater Christian School

Policies and Procedures Guidebook

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2019

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Overview

Edgewater Christian School (ECS) was formed to be a ministry to families who have chosen to educate their children in the way God has led them, while also fulfilling the Maryland State legal requirements for homeschooling. ECS does not directly offer classes or instruction. It is our goal to encourage families participating with ECS to educate their children in the manner best suited to their family while in compliance with Maryland law.

ECS provides supervision of homeschooling for enrolled families and reports that supervision to the appropriate Maryland school district. Maryland law requires a portfolio to be kept of sufficient samples of student work to provide evidence of this instruction. In addition to the state requirements for homeschooling, ECS requires that Bible be taught each year.

Parents have full control and responsibility for their homeschool program. Each family chooses, purchases, and implements the material to be used in the education of their children. ECS does not require any particular curriculum or plan of study.

Agreement:

Each family enrolling or re-enrolling with Edgewater Christian School agrees to fulfill the Maryland state homeschooling requirements (<http://mdrules.elaws.us/comar/13a.10.01>), teach Bible, submit a homeschooling plan and meet with a reviewer from ECS no more than twice a year.

Compliance with Maryland Law:

A Homeschool Notification Form must be submitted to the officials of the county in which the family resides at least 15 days prior to homeschooling, notifying them of their intent to homeschool and listing ECS as their approved oversight program. In addition, if there are any changes to the family status while enrolled under ECS (including, but not limited to: address change, phone number changes, email change, homeschooling status of any student or change to another oversight program) the family must immediately notify ECS, in writing, of that change. This may be done via email to the ECS administrator Kathy Warman (kathywarman@gmail.com).

ECS is legally responsible for notifying the Board of Education of any changes to the family status while the family is enrolled with ECS. ECS is also responsible to notify the Board of Education immediately upon any student or family's withdrawal from our oversight.

ECS requires that, as stipulated by Maryland law, each homeschooled child must receive "regular, thorough instruction in the studies usually taught in the public schools to children of the same age....English, mathematics, science, social studies, art, music, health, and physical education". In addition, ECS requires that Bible be intentionally taught. While each family's homeschool program differs in the way in which it is carried out, each family is expected to honor the intent of the state law as well as show diligence in Bible teaching.

Enrollment Information

All new applications are contingent on space availability and are reviewed on a first-come basis. Space for renewals will be held until September 1.

New Families: All new families enrolled with Edgewater Christian School will:

- Enroll by completing the form at <https://ecs.rtbc.org/enroll>. Once your New Family Enrollment Form has been received you will be contacted to arrange an admission interview.
- Within 30 days of acceptance, submit \$100 fee (see Enrollment and Registration Fees below)
- Submit a *Student Goals and Curriculum* form at ecs.rtbc.org (login required) within 30 days of acceptance. This will outline the family's individualized goals for the student in each subject area including the curriculum choices, overall goals for the student, and school-year timeline.
- Attend a January Portfolio Review – a personal review of student(s) portfolio(s) to be completed by mid-January
- Attend a Year-End Review – a personal review of a student(s) portfolio(s) to take place no later than July 15.

If you have any questions contact Kathy Warman at kathywarman@gmail.com.

Returning Families will:

- Successfully complete their portfolio review for the previous year prior to renewal.
- Renew online <https://ecs.rtbc.org/renew/> (login required) no later than September 1.
- Before July 15, submit \$75 fee. From July 16-September 1, submit \$100 fee. (See Enrollment and Registration Fees below)
- Submit a *Student Goals and Curriculum* form online by September 1. This will outline the family's individualized goals for the student in each subject area including the curriculum choices, overall goals for the student and school-year timeline.
- Contact your reviewer if you have any questions or concerns throughout the year.
- Attend a Year-End Review – a personal review of a student(s) portfolio(s) to take place no later than July 15.

Enrollment and Registration Fees

Regular Registration (or renewals) = \$100/family

25% Discount for early renewals prior to July 15 = \$75/family

Payment options:

- Check to RTBC (475 West Central Avenue, Davidsonville, MD 21035). Please write ECS & student(s) last name in the memo line.
- Online payment (found at <https://ecs.rtbc.org/resources>)

Correspondence from ECS

It is critical that all correspondence from ECS be read thoroughly and promptly. Such correspondence may include Enrollment/Renewal packages, newsletters, and other information.

Review Process

Each family must acknowledge the supervisory authority of Edgewater Christian School by submitting to periodic review of the home instruction program and correcting any noted deficiencies within a reasonable period of time. Reviews are needed to provide ECS with adequate documentation that home instruction was carried out. See "[Review Guidelines](#)".

Each family is required to maintain a portfolio of sufficient samples of each child's work for each subject covered during the school year; journals, lesson plans, bibliographies, etc. are welcomed to complement student work samples. An ECS appointed representative, your reviewer, will review the portfolio of student work. One or two work daily work samples per month or one or two longer projects per semester from each subject throughout the year is sufficient to demonstrate instruction. Please talk with your reviewer if you are unsure how to document instruction.

If sufficient evidence of regular thorough instruction is not met, the family will be placed on a probationary status. A family on probation will need to prove they have taken significant measures to meet the requirements within a reasonable amount of time. If the family fails to show satisfactory evidence that the work is in compliance and/or measures and goals have been adjusted to appropriately meet these requirements, the family will be removed from the ECS database and from ECS oversight. ECS is then required to notify the local Board of Education of the family's change in status.

Policy Changes

Edgewater Christian School reserves the right to change any of its policies at any time with or without prior notice. Upon the change of any policies, notice of the changes will be made available to all families enrolled with ECS.

Graduation

ECS offers a graduation ceremony celebrating graduating seniors, 8th graders and Kindergarteners. A team of parent volunteers will be formed to plan and carry out the graduation. ECS will provide a budget for food and decorations and the RTBC facility is available for our use.

Outside Support Networks

Edgewater Christian School is a member of MACHE (Maryland Association of Christian Home Educators); therefore, all enrolled families are also enrolled with them.

Student Goals

These are goals set forth by the family for each individual student. Each student should have an overall goal for the school year as well as individual subject goals. These goals are to help the student, family, and the reviewer know what is expected for the school year. Goals may be changed throughout the year; however, new goals must then be put in place and communicated to the reviewer.

Curriculum

There are many choices for curriculum. It is the family's responsibility to choose and implement the curriculum for each student. ECS simply requires that the family indicate the choice on the Student Goals and Curriculum Form.

If you are participating in a tutorial or co-op, you may include the name of the program in addition to the curriculum name.

Review Guidelines

According to the Maryland State Board of Education, the home instruction shall provide "regular, thorough instruction in the studies normally taught to children of the same age and include: English, Mathematics, Science, Social Studies, Art, Music, Health, and Physical Education." In addition, ECS requires that Bible be intentionally taught. Although regular attendance in a Christian church is highly beneficial, it is not sufficient to meet this requirement. While each family's homeschool program differs in the way in which it is carried out, each family is expected to honor the intent of the State Law as well as show diligence in Biblical teaching.

Parents are asked to keep personal records / portfolios in the event they need further review by school officials (primarily for use in re-enrollment to any school system). ECS keeps only a record that a review was performed and that the family homeschooled for that year in compliance with Maryland law.

Student Goals and Curriculum Form:

At the beginning of each year, ECS will require a Student Goals and Curriculum Form for each student. This will outline the family's individualized goals for the student in each subject area including the curriculum choices, overall goals for the student and school-year timeline.

Timeline:

Year-end reviews will be held in June or early July. Although each family sets their own instructional calendar, ECS considers the school year to run from one year-end review to the next.

Portfolio

For your ease in record-keeping, preservation, and documentation of student work we highly recommend using a 3-ring binder divided according to subject area and include samples of work, certificates, journals, lesson plans, etc. A 2-inch binder works well. This binder could then be “shelved” and kept as the burden of proof for that student and grade completed.

Some parents, however, do not wish to remove work from student’s workbooks, and, thus, it is acceptable to bring each workbook.

Online school work may be documented through program logs, screen shots, written work or other ways that show student engagement with the material. It is not necessary to print out records but parents will want to archive the record in some form.

We highly encourage you to keep these records as burden of proof of the work accomplished in the event you would need to enroll your student into any school, school system or other homeschool oversight program or ministry.

Items you may want to include for review:

- Music lessons
- Recreation and Parks classes
- Field trips (educational family trips)
- Summer camps
- Sports teams
- Art projects & things student built
- Work/chores around the home
- Volunteer work for the church
- Field Trip Log – list educational trips attended with the school group or family. Include location, what was learned, and the number of hours of educational content.
- Reading List – include a list of books read, author, # of pages, and date
- Extra-Curricular Activities – list of extra activities each child participated in throughout the school year. This is especially noteworthy in high school for the student transcript.

Elementary Grades (K-8)

Samples of work for the year in each subject area: English, math, science, social studies, art, music, physical education/health, and Christian education. Include a minimum of 3-4 samples per semester. This may include actual work samples, any test(s) the student took, or a combination.

For subjects without book-work, you may show journals, scope & sequence, or any other proof of the student’s accomplishments. Pictures, booklists, date logs are all possible ways of demonstrating work in non-written areas. If you need more ideas, talk to your reviewer.

If the student was tutored or took a class or classes outside of the home, the parent may show the course completion information (report card). In addition, the reviewer will be looking for samples of the student's work in this course which may include assignments stories written, tests, etc.

High School (9-12)

High School students are to show instruction in the core subject areas as required by Maryland law. ECS also requires Bible to be taught. When planning high school courses keep in mind your student's after high school goals. As a homeschooling parent you are able to determine what constitutes graduation from your own homeschool. However, keep in mind that colleges and other institutions will expect your student to have taken certain courses. ECS encourages parents to start creating your specific high school plan by researching requirements for your student's after high school goals. For your convenience the courses required by Anne Arundel County Public Schools are listed below.

English (4 credits)

Mathematics (3-4 credits depending on college)

Science (3 credits)

Recommended 1 in Biology

Social Studies (3 credits)

Recommended 1 in U.S. History, 1 in American Government, 1 in World History

Fine Arts (1 credit)

Art, Dance, Drama/Theatre, or Music

Physical Education (1 credit)

Health (.5 credit)

Technology Education (1 credit)

Electives (7.5 credits)

Foreign language, advanced technology, additional credits from above subjects (or Bible)

It is your responsibility to determine credits and grades. Some common methods of determining credit are as follows: completion of most of a high school level text, 120-180 hours of work done, and demonstrating proficiency by testing. Typically a 3 credit college class will count as a full year (1 credit) high school class.

Many transcript templates can be found online. Choose one that fits your needs. Parents are responsible for maintaining their student's transcript. The transcript that you create and sign is an official transcript.

ECS diplomas are available upon request, or parents may order a diploma through HSLDA or create their own. Parents must sign diplomas.

Dual-Enrollment, MVA Verification, Work Permits

Dual-Enrollment (Early College Access Program)

Anne Arundel County Public School System (AACPS) and Anne Arundel Community College (AACC) are joint sponsors of the Early College Access Programs (ECAP), which includes Dual Credit and Non-Dual Credit programs. ECAP is designed to allow authorized high school students to explore college level coursework in a variety of academic areas. This college level coursework can complete the academic day for approved high school students who are progressing toward high school graduation and/or provide the opportunity to study subject matter not otherwise available through the traditional secondary school curriculum. These college classes may be discounted per AACC policies. This process must be done each semester for the program.

The [AACPS Home Instruction High school](#) webpage has specific details on how to enroll.

MVA Verification

Form is only needed if younger than 16 years of age. See [AACPS Home Instruction High school](#) webpage for specific details.

Work Permits

Work permits are no longer obtained through the AACPS system. They can be obtained on-line at <http://www.dllr.state.md.us/labor/wages/empm.shtml>

Reviewer Qualifications and Responsibilities

Edgewater Christian School is a homeschool ministry of Riva Trace Baptist Church. It is our goal to support and encourage the homeschooling decision and efforts of the families who choose ECS as their umbrella while fulfilling the requirements of the State of Maryland.

We will do this by appointing one reviewer to each family. This reviewer will have knowledge of homeschooling children of the ages of the family they are overseeing. It is the goal that the reviewer shall not have any more than ten families to review/oversee in any one school year.

The reviewer shall be responsible for the following:

- ✓ Contacting each family at the beginning of the school year as an introduction.
- ✓ Being available to answer questions as needed by the families they have been appointed.
- ✓ Scheduling and performing reviews with families as needed.
- ✓ Providing the ECS administrator with the completed review documents and a copy/summary of any correspondence with the family.
- ✓ Notifying the ECS administrator of any changes to the family's homeschooling information, including but not limited to: address change, phone number change, email change, children being added or dropped from the program.
- ✓ Attending any required training or conference as deemed by the ECS administrator.

Reviewer Qualifications:

In order to be considered to be a reviewer with ECS, the prospective reviewer must meet the following qualifications:

- ✓ Be a believer in Jesus Christ as their personal savior.
- ✓ Have personally homeschooled one or more of their children for a period of 2 or more consecutive years.
- ✓ Be an active member of a local Christian Church.
- ✓ Within the past year, been involved in church ministry within their home church.
- ✓ Commitment to minister to and be an encouraging support for the families enrolled with ECS, including, but not limited to: phone calls, notes, and/or meeting with families who may be feeling discouraged or having trouble with a particular area.

Contact Kathy Warman (kathywarman@gmail.com) to obtain a reviewer application.