

PARENT INSTRUCTION MANUAL

The Way Home Christian School



The fear of the Lord is the
beginning of knowledge.

Proverbs 1:7

A homeschool program designed
for responsible parents
seeking security and simplicity
in home education
administrative support.



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1. INTRODUCTION

The Way Home Christian School (WHCS) is a ministry to all who call upon the name of our Lord and Savior, the Lord Jesus Christ. As such, it is not our intention to exclude any particular denomination of Christianity from our school. However, it is our policy as a Christian institution that at least one and preferably both parents agree with basic tenets of Christianity which we believe include (please contact the office should you have any questions regarding this information):

- + The Bible is the only infallible and in-errant Word of God.
- + God the Father, God the Son (Jesus Christ), and the Holy Spirit are one God existent as three beings.
- + Jesus Christ was conceived by the Holy Spirit and born of a virgin as foretold by the Prophets of the Old Testament.
- + During His life on earth, Jesus Christ was fully God manifested in human form with all the attributes of mortal existence common to man and as such was tempted of sin in His life but remained sinless submitting his will to the will of God, even the death of the cross.
- + As prophesied in the Old Testament, Jesus Christ laid down his life for us allowing himself to be crucified on the cross, was laid to rest in a tomb, and because he was sinless Satan's grip of death could not hold him in the grave and he was risen from the dead on the 3rd day.
- + Jesus Christ is alive today and is seated at the right hand of God the Father. Jesus is the Head of the Body of Christ, his true people.
- + The shed blood of Jesus is the final and ultimate sacrifice for the sins of each and every person. The sinless sacrifice of His blood provides redemption for the total man; body, soul, and spirit. This sacrifice must be believed by faith and acted upon in life to please God and to receive His abundant life.
- + Satan (the devil) is an evil spirit in control of a demonic kingdom which influences man's existence in the earth today and who is set on exalting himself above God, keeping mankind from entering in covenant with God through Jesus Christ. In the final Judgement, Satan and his kingdom will be banished for eternity in the Lake of Fire with all those who reject God.
- + Any person having reached a time of accountability (as determined by God) who does not humble himself before God and receive the gift of Salvation provided in Jesus Christ as Lord and Savior will be condemned upon their physical death to eternal torment through separation from God. "The things of God are evident in the things that are so that they are without excuse." Romans 1:20
- + God is Love and desires that no man perish but that all men should receive eternal life provided through His son, Christ Jesus.

This manual discusses our approach to homeschooling and provides the basic instructions you need to help you establish a home education program with The Way Home Christian School. If you have any questions on the policies discussed in this manual please contact the school administrator.

2. WHCS APPROACH

First and foremost we believe God instituted the family as the foundational social unit of society. Man and woman were created to honor God and to fulfill their naturally created purpose which includes being fruitful. The social order of our times has orchestrated a culture that has eroded the family unit and would seek to replace it with controlling governmental influence that is not subject to the law of God and which mocks God by instituting a new definition of "family." We desire that every family affiliated with our program recognize that homeschooling places an appropriate emphasis on one of the most important callings of our human existence, caring for and raising our children. The bible refers to our children as "godly seed" (Malachi 2:15). Our godly seed is a harvest that honors the Lord God of all creation. Regardless of our choice of schooling, we are obligated to take care of the choices we make with the children God has given us, after all, they are his seed planted in the earth for his glory.

One of the greatest things we can bestow upon our children is a desire to learn and a godly environment where learning is central to life. We are persuaded that godly parents with a sincere relationship with the Lord Jesus Christ are more than capable of providing a solid academic foundation for their children. In fact, such parents are more likely to find that their children will receive a superior education than could have been obtained elsewhere. The primary reason for this is that our Heavenly Father will be central to the daily school activities. The children will be encouraged (not discouraged) to call upon the Lord to obtain help or to praise Him at any time. In addition, the children will not have the insecurities, social temptations, and distractions associated with the typical school setting. They will be able to keep more focused on the academics and other projects at hand. We believe more will be accomplished in less time in the home environment. However, the success of the Christian homeschool hinges upon the parent's Christian convictions as evidenced in their daily lives. Our children will follow our example. It is imperative that we follow Christ and be "imitators of God as dear children." (Ephesians 5:1) While you may initially find yourself drawn to homeschooling because of undesirable alternatives, your decision to homeschool should be inspired by a motivation that this is the best choice for your child.

Our approach to school administration depends heavily on the parent's sense of responsibility for the education of their child. Each home is an independent "school." The parents with God's help are the school staff. The parents are responsible for the conduct and operation of their school. They are free to institute school policies that are in line with their personal convictions. They are free to tailor their curriculum to their preferences. We are available to those who request our help but we do not require that you obtain our approval for what you teach or how you teach. However, we do reserve the right to dismiss any family from the school for not complying with the Statement of Cooperation as documented on the Registration Form.

3. WHCS POLICIES

3.1 GETTING CURRICULUM

There are various homeschool approaches which you will come to learn about. Selecting the right approach and the corresponding homeschool materials for that approach is something that takes some time. Our coordinators are prepared to help you get started with this task. There are many resources available to help you with this task and you should prayerfully consider what approach and resources you should use. Please understand that what works for one family may not work well with another. Our children have different learning styles and as parents we have different capabilities. These differences influence what we feel comfortable using in our home education program. The following is a list of providers of some of the many homeschool curriculum resources, see our website for additional choices:

ALABAMA SOURCES

- | | | | |
|------------------------------|----------------|--------------------------------|--|
| Creative Learning Connection | 1-256-325-3305 | K thru 12 Curriculum Materials | www.creativelearningconnection.com |
| Homeschool Bookworm | 1-256-825-6616 | K thru 12 Curriculum Materials | www.homeschoolbookworm.com |

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OTHER OPTIONAL SOURCES (see our website for a more comprehensive listing of choices)

Christian Liberty Press 1-800-348-0899 K thru 12 Curriculum Kits www.christianlibertypress.com
Alpha and Omega Publications 9 thru 12 Classical Language Arts program <http://www.aophomeschooling.com>
Apologia Science www.highschoolscience.com
Teach Textbooks Math www.teachingtextbooks.com

3.2 STUDY PLAN AND ATTENDANCE

Alabama law requires that an attendance record be maintained for each child enrolled in the church school. To accommodate this law we require you to keep an attendance record for your children. Public and private schools require 175 days of attendance each year and 140 are required for a private tutor. For homeschoolers, attendance is determined by “school days.” School days may be designated as a day in which you are actively pursuing your educational objectives. These days may include field trips and other educationally related activities. We recommend a minimum of 160 days attendance per year.

We recommend that you purchase a calendar notebook or app that serves as both a planner and a journal. Use this calendar to plan out your school year and to journal your daily/weekly activities. This notebook would be referred to as your school journal. Use the journal to record your planned interruptions to your school year. Block out these days on the calendar. The remainder of the days are potential “school days.” The journal will help you to determine whether you need to adjust your pace in order to meet your overall objectives as set forth in your study plan for the school year. The journal may also be used as a source of information for the required reports discussed later in this manual.

Before you can plan your weekly and daily activities you need to develop what we refer to as a goal oriented study plan. A study plan identifies the subject areas, the resources to be used, and your objectives with respect to progressing through those resources. Sample content of a simple goal oriented study plan is as follows:

Euell B. Blessed Age: 13 Grade 7

ENGLISH, LANGUAGE ARTS, LITERATURE

Grammar and Composition

Resource: Learning Language Arts through Literature

Objective: Finish 3 chapters by December 18 and complete the remaining 4 chapters by May 31.

Literature

Resource: Explorations in Literature. Reading various topics in literature.

Objective: Complete one book per month and write book report.

Vocabulary

Resource: Wordly Wise Book

Objective: Complete 8 lessons by December 18 and complete the remaining 8 lessons by May 31.

SCIENCE

Resource: Life Science for Christian School Bob Jones University Press

Objective: Complete entire text before Christmas break.

Resource: EDC Publishing, Inc. Introduction to Biology

Objective: Complete 3 chapters per month during the period January 1 thru May 31

SOCIAL STUDIES

Resource: Bob Jones University Press World Studies

Objective: Complete entire text Between January 1 and May 15.

MATH

Resource: Saxon Publishers Math 76

Objective: Complete 70 lessons by December 18 and remaining 70 lessons by May 31.

BIBLE

Resource: A Bible Study for all Ages Unit One

Objective: Complete two lessons a week with daily devotion.

ART

Resource: Visual Manna's Complete Art Curriculum

Objective: Art class once a month with lessons once a week.

PHYSICAL EDUCATION

Resource: Swimming Lessons

Objective: Learn to swim with class instruction 2-3 times a week.

MUSIC

Resource: Piano lessons scheduled outside home

Objective: Complete Level 3. Lessons once a week, practice minimum of 15 minutes daily.

Please note that this sample study plan is geared towards textbook education. Textbook education is one way to meet the educational needs of your children. If you are an “un-schooler” your study plan would reflect your goals and objectives in a different way. There are project oriented or unit study approaches that are excellent educational programs. Older students may be involved in apprenticeship programs. All the subject areas listed may not apply to your child. There may be other areas that you would add. This sample is intended to give some idea of the type of information that is important in a goal oriented study plan. **A sample [study plan form](#) is available on our website you may choose to use a different format for your plan.** It is important to understand that your plan will change as you progress through the year. You should change your plan as circumstances and progress require it. There is no requirement to submit your updated plans.

If this is your first year homeschooling through the WHCS program you are required to submit your initial study plan to your enrollment coordinator or as otherwise directed when you have received your materials.

3.3 PROGRESS REVIEWS and REPORTS

The parents are the designated **Records Custodian** for their children. As such you are required to conduct a child progress review at least twice a year and file appropriate reports in your records. The Mid-Year Review is required December-January, the End-of-Year Review is required May-June. A copy of the review results must be filed in your records storage area. 1st – 6th grade students may use the **Progress [Report Form](#)** and 7th through 11th grade students may use the **Transcript [Report Form](#)**. For Seniors, please see the reporting requirements for seniors in the Preparing for Graduation section below.

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Families using correspondence programs may file their program report cards instead of using our report forms. Electronic copies of these records may be kept instead of physical hard copies, just be sure to keep a backup of these files on an external storage device or online backup service. You may create your own report format if desired. Failure to maintain appropriate high school transcript records will jeopardize our ability to provide your graduating senior with a high school diploma or support the transfer of your student to another school if needed.

Based on each review, plans for your child's education should be made. The report becomes a record of your child's educational progress. You should complete these reviews clearly and neatly, with the idea that these records may be formally required if your child should change schools in the future. As the designated **Records Custodian** for your child, **it is your responsibility to maintain permanent copies of these reports.**

3.4 RECORD REQUESTS AND KEEPING RECORDS

At the time of your enrollment we will provide you with a record request form. You should submit this form to the school you are withdrawing your child from. Your child's records will be sent to us. We will send these records to you for safe-keeping. If these records include a high school transcript you will be required to submit a copy of that transcript to us in the graduating year of your child. Upon graduation, we keep a permanent record of each graduating senior's High School Transcript. We provide free transcript support for that graduate whenever needed in the future.

Except for graduates, **WHCS does not keep permanent records for your children, it is your responsibility to maintain your child's school records.** You should maintain a student file for each child. The file should contain your study plan, school journal, progress and/or transcript reports, completed curriculum (store the last couple years worth), and any other records of work showing training, volunteering, accomplishments, awards, etc.

3.5 STANDARDIZED TESTING

A standardized test can help provide some insight into your child's academic performance. We recommend students take a standardized test at least every other school year beginning with the 3rd or 4th grade. A standardized test is required for graduation as explained in the section 3.6. It would be unwise for you to wait until the senior year to take a standardized test especially if your child's plans include college. When you get ready to test your child we recommend one of the following tests depending on the grade level of the child:

- For grades 3 to 6:
 - California Achievement Test (CAT) Check www.familylearning.org or www.christianlibertypress.com
 - Personalized Achievement Summary System 1-360-835-8708 (Limited availability)
- For grades 7 to 12:
 - California Achievement Test (CAT) Check www.familylearning.org or call 1-800-405-8378
 - Stanford Achievement Test (SAT) Check with a Way Home coordinator for availability
 - ACT or Scholastic Aptitude Test (SAT) Check www.act.org for more information
 - SAT (Scholastic Aptitude Test) Check www.collegeboard.com for more information

The high school code for a home schooler for the college ACT or SAT test is 969-999, the Way Home code is 011-021.

The CAT test may be administered at home by the parent. There are two versions referenced above, a simple version from Christian Liberty Press, and a more comprehensive version from Family Learning. If your child will be going to college, the ACT or college SAT test is necessary. The ACT is more commonly used in Alabama. If a CAT is used to fulfill the graduation requirement, it must be the FLO version offered at the number listed above. Where possible, WHCS sponsors the Stanford SAT or PASS Test each spring. If you wish to participate in this testing please contact a Way Home coordinator for availability.

3.6 PREPARING FOR GRADUATION

WHCS offers a traditional high school diploma to qualifying graduates. We also offer a Life Skills diploma for families with special needs students. Please note that our diplomas are **not** State Accredited. State Accreditation requires teacher certification and state sanctioned curriculum. Lack of accreditation has not hindered the acceptance of Way Home students for higher education as long as those students meet the required testing and transcript criteria. Way Home graduate's must take the ACT, SAT, or GED to qualify for college admission. While Way Home may issue a diploma for seniors who take the CAT or Stanford, be aware that these students will not qualify for college admission based on these tests.

Students entering Way Home in their Junior or Senior year and students seeking to graduate earlier than age 17 may be subject to other requirements not specified in this manual. Contact the administrator to discuss your situation.

CREDITS and GRADING: Note that one credit of study generally consists of a full school year of a subject area. A school year consists of two semesters. It is possible to complete a full credit in one semester. A record of credits earned are to be documented on the [Transcript Report](#) form. The transcript form documents each credit or partial credit of study and records the grade received for that subject. At the end of each grade level, a transcript report records the results. The grades documented on this form are to be based on an average of your student's grades and/or your assessment of overall performance.

During the high school years, a Transcript Report is filed in your family files twice a year, a mid year report and an end of year report. The End-of-Year Transcript Report should document all course work completed and grades earned for the entire school year/grade level. You will use these reports as input to build a final Graduating Senior - Official High School Transcript during the senior year.

During the senior year, the parents will submit a draft of the [Graduating Senior's - Official High School Transcript](#), directly to the main office. This draft is due by February 1st. For college admissions and scholarship considerations the draft may need to be submitted in the Oct-Nov timeframe. If applicable, a copy of any other High School transcripts from previous schools attended for 9th thru 11th grades must be submitted with this draft. The Graduating Senior's Transcript will be a compilation of all of the high school courses and credits earned. Note that the format for this transcript is different from the previous Transcript Report form provided for 7th thru 11th grades. We reserve the right to modify transcripts submitted when our signature is required on the transcript. All modifications are subject to parental review and approval.

THE TRADITIONAL ACADEMIC DIPLOMA

The traditional academic diploma is based primarily on academic achievement and signifies that the graduate has completed a minimum of 24 credits of study following the **guidelines** below. These credit **guidelines** are based on typical college admissions expectations for a high school graduate. Your final documented credits by subject area may vary from those indicated. To qualify for this diploma each student must take the following two steps:

1. Submit a draft transcript documenting a **minimum** of 24 credits of study. Subject Areas must include:

English	4 credits	Should include equivalent of Grammar, Composition, and Literature studies.
Mathematics	4 credits	College bound students should include Algebra I and Geometry as a minimum
Science	4 credits	Should include equivalent of Biology and a Physical Science as a minimum
Social Studies	4 credits	Should include equivalent of U.S. History, World History, 1/2 credit Economics, 1/2 credit American Government, and a 1/2 credit of Social Studies elective in cultural studies/civics and/or geography
Electives	6 credits	May include Foreign Language, Computer Studies, Music, Art, Vocational Ed (part-time work), etc.
Bible	2 credits	Half-Credit for each year of high school. May be earned through a devotional and weekly church attendance.
2. The second requirement for receiving the traditional academic diploma is to achieve a specified level on a standardized test such as the ACT (16 or higher), SAT (710 or higher), Stanford Achievement Test (10.0 average grade equivalency), or California Achievement Test (10.0 average grade equivalency). NOTE: For College admissions the ACT or SAT is REQUIRED. We recommend every capable student attempt the ACT. 10th grade and higher Public School transfers to Way Home must take the ACT or SAT to apply for this diploma. Consult with the school administrator on your test results if your scores are lower than those indicated. **Be sure to schedule your testing to ensure that test results will be available prior to March of your graduating year.** Diplomas will not be awarded until test results and transcripts have been submitted. Students failing to meet the minimum test score requirement may be required to submit a paper as specified under the Life Skills Diploma requirements below.

THE LIFE SKILLS DIPLOMA

The Life Skills diploma is a High School Diploma and may be issued at 18 years of age. The qualifications for receiving this diploma differs from the traditional diploma in that it is oriented towards development of a specific vocation or life skills and may be awarded without testing. This diploma is well suited for the special needs child. Any student not capable of achieving the traditional academic level of a college bound student should consider this diploma option. A family opting for a life skills diploma for their child must inform the administrator of this choice prior to the final year of the students high school program.

To receive this diploma, the parents and the student must accomplish the following 3 steps:

- a.) On a Graduating Senior Transcript Report, other appropriate report format of your choosing, or a written summary, record the students accomplishments and the level of competency in the traditional academic areas of study.
- b.) If your child is capable of testing, have them take a standardized test such as the California Achievement Test at the highest grade level of competency your child is capable.
- c.) During their final year of schooling, have your child complete a final task appropriate for their ability. This task may be a service project, a standardized test, a written paper, or some other type project of your choosing. Provide a summary report of this task.

3.7 LEGAL DEFENSE

The state of Alabama does not have a "homeschooling law." All schooling in the state must fall under the categories of public, private, private tutor, or church school. Church schools are exempt from state control and the educational requirements governing public and private schools. In order for us to "legally" homeschool in this state we must be associated with a church school or be a certified teacher operating as a "Private Tutor." Church schools are not required to have "certified teachers." The parents serve as the church school teacher in their respective home school and must assume the responsibilities and tasks associated with their individual home school.

Legal Defense is an optional service that provides benefits to the homeschool community by providing legal representation at the national and state level. The [Home School Legal Defense Association](#) (HSLDA) and [Homeschool Legal Advantage](#) (HLA) both provide legal services for homeschooling families. To receive the HSLDA group discount you will need **our Way Home HSLDA group discount number: 290022**. Membership in HSLDA is discounted through the WHCS group discount plan.

3.8 WHCS COORDINATORS

To help administrate and coordinate the school program, we have established area homeschool coordinators in various communities in the State of Alabama. A list of Area Coordinators is provided on our website. We refer to these contacts as WHCS Enrollment Coordinators and in some areas, Activity Coordinators. If a Coordinator is not listed for your area you will interface directly with our main office.

Our first priority of service to you through the coordinators is to assist you in registration of your enrollment in compliance with Alabama State Law and to aid you in getting started in home schooling. The coordinators serve in the following areas, enrollment services for WHCS, direct support to first year families, general counsel to enrolled families, and where established, activity support services for area families. It is your responsibility to keep your coordinator informed of your enrollment status. If you are not assigned a coordinator you should correspond directly with our main office.

3.9 HOMESCHOOL SUPPORT GROUPS

A support group consists of parents who are promoting events and activities that provide their children with social and educational opportunities. The success of any support group is dependent on volunteer participation by the parents. In some areas Way Home does not have an active support group. In these areas there may be community support groups available. Any contribution of your time and resources that you can make to your Way Home/Community support group is appreciated.

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Should you wish to start a support group in your area please give us a call and we will provide support and inform families in your area.

3.10 CHURCH SCHOOL ENROLLMENT FORMS

When enrolling in a church school, the state requires that a church school enrollment form be provided to the local school board for each child enrolled. This form notifies the school board of your enrollment and signifies that your child is compliant with the compulsory attendance law. Complete three copies of this form for each child to be enrolled. Submit the completed forms with your registration form as directed. There are two places on this form where you must sign and date, please review the form carefully. If you have a change of address you must resubmit these forms at the beginning of the next school year.

NOTE: Jackson and Blount County families must submit the form provided by the Board of Education Office in your respective county. These forms will be available online or through your local Way Home Coordinator.

3.11 SCHOOL FEE and ANNUAL RE-ENROLLMENT

Our school fee is \$130. First year families pay an additional \$30 first time registration fee. **Your enrollment fee is due in full on the day of enrollment** but may be paid on a 90-day payment plan basis. Should you change your mind about your enrollment with us please note that **\$30 of the enrollment fee is non-refundable**. After 30 calendar days the entire enrollment fee is non-refundable. Bounced checks will be charged a fee and may result in your dis-enrollment.

Your enrollment **MUST be renewed each year between June 1st and August 20th**. Re-enrollment payments should be submitted directly to the office by mail or online. Failure to re-enroll by August 20th will require a re-registration fee of \$30. In compliance with the compulsory attendance law, WHCS must report to the Board of Education when a family or child is no longer enrolled in WHCS, this reporting is accomplished the end of August.

Annual re-enrollment may be performed on our website, no paperwork necessary unless you add a child or withdraw and transfer a child to another school.

3.12 TRANSFER STUDENTS

Should you later decide to transfer out of WHCS it is important that you let us know. When transferring please be prepared to provide our office with a records package consisting of any Reports and standardized test results your child may have taken. We are here to help you accomplish what you think is best for your child and family.

ENROLLMENT INSTRUCTIONS

Please be sure to read this manual before enrolling your child. Enrolling in The Way Home Christian School is accomplished by following these steps:

1. **Complete the Registration Form.** Two copies (2) of this form must be completed and provided to the enrollment coordinator. If a coordinator is not available in your area, you may enroll directly through the main office, mail one copy only. This form identifies you and your children for our records and provides a record of your agreement to the Statement of Cooperation.
2. **Complete the Church School Enrollment Form (CSEF).** Complete one copy of this form for each child. This form is required by the state and is sent by us to your local school attendance office to notify them of your enrollment in WHCS. Jackson, Montgomery, and Blount County families, please use the form specified for your area as provided on the website under the Enrollment Forms link.
3. **Make an appointment to enroll.** Contact an enrollment coordinator in your area and make an appointment to enroll. Call the administrative office or check the website for the enrollment coordinator closest to you. If you are outside the areas listed please call our office directly.
4. **Submit the enrollment forms and pay enrollment fee.** Please ensure that all forms are completed neatly in ink. Please make your checks or money orders payable to The Way Home Christian School or WHCS. A confirmation packet with receipt will be mailed to you from the main office. You may also pay online through PAYPAL.
5. **Submit a record request form.** When the enrollment coordinator receives your enrollment paperwork and fee you will be given a record request form. Complete this form and submit it to your child's previous school. The records will be sent to us and we will send them to you for safe keeping. This request may be faxed from our office when your enrollment is being managed through the office.

AFTER ENROLLMENT:

1. **Submit your initial study plan if not previously done.** If this is your first year with WHCS you must submit your study plan immediately after receipt of your curriculum materials. Failure to do so will result in dis-enrollment.
2. **Create and file your Mid-Year and End-of-Year Reports.** Filing reports in your files is your responsibility as the Records Custodian. If this is your first time filing the reports, a copy of the appropriate report for each child must be sent to your WHCS coordinator or as directed. **A late fee of \$25 will be charged if first year family reports are not provided within the period in which they are due. Failure to provide the reports will result in dis-enrollment from WHCS.**
3. **Re-enroll each year** by August 20th. After August 20th a \$30 re-registration fee will be required in addition to your normal fee. Payments for re-enrollment should be mailed directly to the Way Home office.

Be faithful to Jesus Christ our Lord, be diligent with His reward,
enjoy your freedom, be thankful, be patient, and give God all the Glory.