

## GENERAL

### What is SHABACH! Christian Academy Homeschool?

SHABACH! Christian Academy Homeschool is a homeschool umbrella program that supervises individual programs of home instruction through homeschool best practices, mentoring and accountability processes for program implementation and maintenance. The academy maintains the regular files and transcripts associated with normal academic procedures, and acts as the official academic representative on behalf of each member's home school program. Ultimately however, it is still the parents, who maintains legal and academic responsibility for the education of their children. We support at the parent's request.

### How long has SHABACH! Christian Academy Homeschool been in existence?

SHABACH! Christian Academy Homeschool (formally SHABACH! Homeschool Academy) has been in existence for 28 years, faithfully serving homeschool families across Maryland.

### What is the parent's role under the SHABACH! Christian Academy Homeschool program?

Under the homeschool program the parent/guardian maintains legal and academic responsibility for the education of their children, that includes reporting to their county their intention to homeschool, submitting 1st, 2nd, 3rd, & 4th Quarter grade reports, and maintaining records of consistent and thorough records of student instruction ([See COMAR 13A.10.01.01 and .05 Home Instruction](#)) whether it be at home or outside instruction and to schedule and attend their required portfolio reviews.

### Who is the Principal (Administrator) of SHABACH! Christian Academy Homeschool?

For the past 20 years, Anita Gibson has served as the administrator of SHABACH! Christian Academy's Homeschool, beginning in 2002, a program that assists families with all aspects of the homeschool journey and she is the liaison to the state of Maryland for the program's oversight families. Her duties include directing group classes, high school guidance counseling and oversight for families. Many students have graduated from 12th grade through the academy and entered universities and colleges all over the country. These students now hold various degrees, are members of the military, successful business men and women and upstanding citizens in our community. Anita is an author, speaker, & educational strategist. She develops academic success strategies for students and organizations, including educational programs, training sessions and academic support. Anita's book, STAR Finder, assists parents with finding their children's strengths, talents and abilities and offers resources to discover their future potential.



## GENERAL (cont.)



### What programs does SHABACH! Christian Academy Homeschool offer?

#### On-Site Program:

SHABACH! offers live classes at the Sports & Learning Complex for students in grades 3rd-12th grade. Subjects include Bible, English, math, history, science, study skills and online courses through Imagine Learning. Download a sample schedule [HERE](#). Classes are divided into several age groups. 3rd-5th, 6-8th and 9th-12th. The program runs from Monday to Thursday 9am-2pm and program options include full-day classes or à la cart classes. Students also have access to study hall and lunch sessions.. Students can attend all day or just one class. SHABACH! athletes also have access to transportation in the afternoon to practice.

#### Oversight Program:

The Oversight/Umbrella program supervises your family's homeschool plan. It reviews student work samples when meeting with parents and students three times annually. It provides report card templates, parent instruction, fieldtrips and events. It is required by the state of Maryland to be enrolled in an approved program. The Board of Education has a list of programs on their website.

#### Concurrent Enrollment Program:

Concurrent Enrollment is also offered at SHABACH! This program is a great option for 11th and 12th graders who are strong academically and mature enough to handle the college environment. Students must have a certain GPA and be recommended by homeschool administration.

### I'm not a licensed teacher, can I still Homeschool in the state of Maryland?

In the state of Maryland you do not have to be a licensed teacher to homeschool. In fact, if you are not strong in a subject you have the opportunity to hire a tutor, enroll your student in a group class or use an online program. There are so many academic possibilities



## ENROLLMENT APPLICATION

What are the steps of the enrollment process and do I have to complete all of them?

1. NEW & RETURNING FAMILIES: Enrollment Application
2. NEW & RETURNING FAMILIES: Review Your Tuition & Fees and Click the Pay Fees button to create a FACTS Account and Pay your Program Fees.
3. NEW FAMILIES ONLY: Create an online account & submit a signed copy to the county in which you reside. Prince George's County is linked on our application process page. If you reside in another county contact their homeschool office and then return your signed form. Please email the signed copy to [info@scahomeschool.net](mailto:info@scahomeschool.net), Subject line: (Specific County) Notification Form.
4. NEW & RETURNING FAMILIES: Schedule Academic Planning Meeting

Please use the checklist ([linked here](#)) to check off and complete EACH steps in the application process (each step is required). Failure to do so will result in delayed enrollment in SHABACH! Christian Academy Homeschool's programs.



## HOMESCHOOL DAY-TO-DAY

Are all Homeschool schedules the same? What should my school day look like?

All Homeschool schedules are NOT the same. Each family is unique. Homeschooling is done in many different ways. But the main point is that parents have the opportunity to choose how it gets done. Some families have a parent teach the subjects to their children at home, others will add group classes a couple days a week or online classes can also be utilized. The possibilities are endless. Families that choose to enroll their students into a multiple day homeschool group class program must understand that there will be things they need to check on regularly (Google Classroom, homework assignments, report cards, grades, etc.) to ensure the best possible outcomes for their students. Parents who work can also homeschool. Our staff can assist with helping to see if it's possible for your family. We also help with planning how your family's day to day could look. Homeschool is a viable option for many families, if a parent is prepared to do what it takes to ensure their children thrive.

## OVERSIGHT PROGRAM

### What is Homeschool Oversight?

SHABACH! Christian Academy Homeschool Oversight is a homeschool umbrella program that supervises individual programs of home instruction through homeschool best practices, mentoring and accountability processes for program implementation and maintenance. The academy maintains the regular files and transcripts associated with normal academic procedures, and acts as the official academic representative on behalf of each member's home school program. Ultimately however, it is still the parents, who maintains legal and academic responsibility for the education of their children. We support at the parent's request.

At SHABACH! Christian Academy Homeschool, we offer two types of Oversight Membership:

#### The New Membership:

Provides resources and information about how to get started, set up your home school, lesson plans, grades, plus what is offered under the current membership program.

#### The Returning Membership:

Provides administrative oversight, instruction, accountability, and evaluation for each family's home school program. We also offer bi-weekly updates, parent meetings, field trips, school pictures, special activities and other programs. (In the season of Covid-19 some of the previous items may be offered in online formats.)

Services We Provide · Oversight for K-12, Portfolio reviews, transcripts preparation. · Suggestions with classwork assigned by parents · Referral of weekly classes, group activities. · Referral of placement & standardized testing. · Guidance counseling, high school transcripts, diplomas and graduation programs. · Student workshops · Parenting workshops and fellowships. · Summer tutoring referrals

#### Umbrella/Oversight Program Includes:

Pre-enrollment Conference: Offers insight and information about our program. Provides an opportunity for families to be interviewed.

Central Record Keeping: Maintains office files including curriculum used, lesson plans, evaluations, standardized test scores, grades, attendance & transcripts for high school students. The Academy also verifies instruction, provides information about transfer to other schools, and entrance into college.

Personal Consultation: Offers recommendations for setting up a course of study based on the individual student's strengths, interests, and areas of special needs.

Portfolio Reviews by Supervisory Personnel: Provides evaluations to encourage and empower families and to ensure they are meeting state requirements.

### What are the Homeschool Oversight Requirements?

Along with quarterly grade reports (1 per quarter and 4 per school year), the SHABACH! Christian Academy Homeschool Oversight Requirements mandate that families complete three yearly reviews of their homeschool curriculum and instruction. Please be aware that not completing their mandatory reviews will place them on probation, following which the Board of Education will receive documentation that they have not fulfilled the Oversight Program administrative requirements. This could result in their student being listed as truant and terminated from our program. Please refer to COMAR 13A.10.01.01 and .05 for more information (excerpt listed below).

[Code of Maryland Regulations \(COMAR\) 13A.10.01. - .01 Home Instruction Program \(click to access the complete COMAR PDF\)](#)

#### C. Instruction Program.

(1) The home instruction program shall: (a) Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age; (b) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and (c) Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.

(2) The home instruction program may include enrollment on a part-time or full-time basis in courses offered by accredited or unaccredited colleges.

#### D. Educational Materials.

(1) A parent or guardian who chooses to provide a home instruction program for his or her child shall maintain a portfolio of materials which: (a) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C(1); (b) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests; and (c) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.



## ON-SITE PROGRAM



### What is the On-Site Program?

The On-Site Program is an in-person and online option available for students (Mon-Thurs) who desire a live class experience that is taught by a tutor. Classes include English, math, science, history, Bible and several electives. Students also have access to online classes through Imagine Learning. Options include full-day classes or à la cart classes. Students also have access to study hall and lunch sessions



## GRADE REPORTS/REPORT CARDS



### How do I access the Grade Report forms for my student(s)?

Grade report forms for K-8th & High School are located on the forms page of the homeschool website. Instructions and sample completed grade reports can be found in the same location under [Instructions] for each report. To access the grade report click on the link to the grade report you need and download a copy of the form to your device (1 form is needed per student). Remember to save your file using the following format:

Last Name, First Name\_Grade Level\_Quarter Number & Year (e.g. Smith, John\_Fifth Grade\_1st Quarter 2024-2025).

### What grades need to be submitted on the Grade Report?

Parents/guardians must submit grades for all courses your student is taking on the quarterly report card. This includes grades for on-site classes, outside tutorials, courses taken at home with parent or tutor, online courses or programs, and community college courses. Each quarter's grades are added on to the previous quarter and should include the grades, comments, & credits for high school ONLY from the previous quarter. You do not need to save and fill 4 SEPARATE forms, you simply add on to the original document you downloaded/saved and submit by the deadline each quarter until all quarters are completed

### How do I submit my Grade Reports?

Visit the Forms page and select Submission Instructions at the top of the page or download a copy of the Grade Report Submission Infographic below.



## PORTFOLIO REVIEWS



### What is a Portfolio Review?

A portfolio review provides evidence that the following guidelines are being followed during home instruction:

1. Regular, thorough instruction in the studies usually taught in the public schools to children of the same age.
2. Include instruction in English, mathematics, science, social studies, art, music, health, and physical education.
3. Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.
4. Maintains a portfolio of materials which: (a) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C(1); (b) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests.

### How do I schedule my Portfolio Review?

Your assigned reviewer will reach out to you beginning at the start of the school year/start of your enrollment and provide a schedule to you. If you have not been contacted by a reviewer by the October of the current school year or within 6-8 weeks of your enrollment date, please contact the Program Manager at [info@scahomeschool.net](mailto:info@scahomeschool.net) Subject: Portfolio Reviews

### What should I bring to my Portfolio Review?

**Review Attendance Requirements:** We require that students & Parents/Guardian are present at each review.

#### What you need to bring to each review:

- Textbooks: Student textbooks are only needed at the first review unless the student writes in the book. If you add a new textbook during the school year, you are required to bring it to the next review.
- Student work should be in a 3-ring binder with subject tabs or separate notebooks (no separate loose sheets of paper).
- In the case of virtual classes students should ensure they are able to log into all their courses to review the grades, assignments and assessments and ideally should have most of their work samples organized into a digital portfolio.
- Consumable workbooks: any books that the student writes in should be brought in for the review.

#### Expectations:

- All work should be dated and graded – it is understandable if the past week's work has not been graded before the review, but you should not have several weeks of ungraded or missing work (Work should include quizzes, tests, daily work, written papers and special projects, pictures of poster boards are good).
- Classes like Art, Music and PE should have the paperwork where you signed up for a class, program from an event attended, photos, video recording, art samples, and logs are REQUIRED.
- All students should have a Bible curriculum or a focused Bible study where they have written work. Just reading a devotional or learning Bible verses is not sufficient.
- You should have logs for reading lists, field trips (pictures and/or programs), and other activities your students engaged in.
- All students should have work to show their reviewer which includes work done in SHABACH! group classes, other group classes and tutorials, at home or with a tutor, online programs, or community college.
- Required subjects (K-8): Bible, Reading (Phonics if applicable), Grammar/Comp, Spelling, Math, Science, History, (Art, Music, PE, and Health should each be done at least 1 hour per week).



## PORTFOLIO REVIEWS (cont.)



The portfolio review requirement mentions "Consistent & Thorough Instruction". What does that look like?

Evidence of consistent & thorough instruction:

- Students' work should be dated and graded. We understand that work for the week that you meet and perhaps the week prior may have not been graded yet, but for the most part their grades should be current.
- Bible courses listed in the following format: Bible + Current Grade (e.g. Bible 7 or Bible 10) if the student is taking Bible at a co-op.
- Grades can be as simple as 10/10, percentages, or check marks (for the younger students only).
- Work should include the following: assessments (quizzes, tests, lab reports) daily work, written papers and actual projects or pictures if applicable.
- Classes like PE, Art and Music should have practice logs. Pictures and videos of the students' work/in action, if they have them, are also permitted.
- Students using online programs MUST have notes AND HAVE ACCESS TO their grades and progress reports during the review. Reviewer's will have access to the Google Classrooms of students taking SHABACH! Christian Academy Homeschool classes.



## GRADUATION/SENIOR ACTIVITIES



Do graduating senior's receive diplomas?

SHABACH! has been authorized by the Board of Education in the state of Maryland to award diplomas to seniors that are widely recognized by institutions of higher education.

Does SHABACH! have a graduation ceremony?

Yes! Every May SHABACH! celebrates it's graduating class during a full commencement ceremony including cap & gown, awards and other special features.



## TRANSCRIPTS



How do I request a transcript?

To request a transcript, please complete the Jotform request to obtain a transcript on the [Forms] page of the homeschool website and submit your fee. An official transcript has a fee of \$10.00 while an unofficial transcript can be requested at no cost. Fees are to be submitted through your FACTS account or via the Givelify payment system. Please email your payment receipt to [info@scahomeschool.net](mailto:info@scahomeschool.net). Transcripts request cannot be completed while your SHABACH! account is not current.