

Mantellum Matris Academy

a Private School Satellite Program serving
Independent Catholic and Catholic-friendly Homebased Educating Families
since 1994



Parent-Teacher Handbook
for Academic Year 2026-2027



Table of Contents

I.	School Identifying Data	3
II.	Mission Statement	4
III.	Philosophy & Patroness	5
IV.	Administration	6
	A. Business Operation	6
	B. Legal Representation	6
	C. Medical and Vaccination Policies	7
	D. Communication and Office Hours	7
V.	MMA Services & Parent Responsibilities	8
VI.	Registration and Enrollment	9
VII.	Fee Schedule	10
	A. Refund Policy	10
VIII.	Academic Calendar	11
IX.	Academic Course of Study and Standards	11
	A. Courses of Study, Credit, and Graduation Requirements	11
	B. Elementary Level Course of Study	11
	C. High School Level Course of Study	12
	D. Accreditation	12
	E. IEPs	12
	F. Assigning Grades	13
	G. Testing	13
X.	High School Specific Information	14
	A. Grading Scale	14
	B. Credit Assignment	14
	C. Transferring Grades	14
	D. Weighted vs Non-Weighted Grades	15
	E. AP, Honors, and CLEP Coursework	15
	F. College Applications	15
	G. Testing (including College Board and FAFSA)	15
	H. Work and Entertainment Permits	16
XI.	Parent Portal	16
XII.	Curricula and Resources	16
XIII.	Which Address Should You Use?	19
XIV.	Important Links & Passwords	19



I. Identifying Data

School:	Mantellum Matris Academy
Year Founded:	1994
CDS Number:	33-67033-6156897
County of Registration:	Riverside County, California
School District:	Corona-Norco Unified School District
Administrator:	Laura Loroña-Kays, Director
Type of School:	Private Satellite School Study Program
Organizational Structure:	Home Environment *Day School *Kindergarten through Twelfth Grade *Co-educational
Religious Affiliation:	Roman Catholic (unofficial)
Administrative/Mailing Address:	1903 SW Oakley Ave. Topeka, KS 66604
Registered California Address:	13672 Sandhill Crane Road Eastvale, CA 92880
Phone Number:	(760) 521-6974
Email Address:	mantellummatrisacademy@proton.me
Website:	https://www.mantellummatrisacddemy.org
Facebook:	https://www.facebook.com/MantellumMatrisAcademy
Instagram:	https://www.instagram.com/mantellummatrisacademy

II. Mission Statement



- † Mantellum Matris Academy exists to support Catholic and Catholic-friendly families in their vocations as the primary home educators of their children, in accordance with the Magisterium of the Roman Catholic Church.
- † Mantellum Matris Academy freely and humbly accepts that parents have the primary right and duty to direct the education of their children, to raise them in our Faith, and to ensure they receive the Sacraments; and thereby supports parents as they strive to form and raise their children in mind, body, and soul, all to the Glory of God the Father.
- † Mantellum Matris Academy provides administrative support and consulting services as a private school satellite program in compliance with California state regulations to families whose primary residence is in California; and as the school-of-record offering the same services and assistance with state homeschooling compliance to similar families across the country.
- † Mantellum Matris Academy conducts itself as a Christian business in line with Catholic teaching.



A. Philosophy

Mantellum Matris Academy (MMA) was founded to fill an important void in support of independent Catholic and Catholic-friendly home-educating families. Administrative oversight, educational guidance, and direct parental support is provided as a school-of-record for parents as they fulfill their vocations and God-given rights as the primary educators of their children.

MMA conducts itself in accordance with the Magisterium of the Roman Catholic Church, and under California law pertaining to homebased education as a private school satellite program.

MMA supports the independent home educator, providing them the freedom to use the curriculum and educational means of their choosing. I neither dictate nor provide curriculum or classroom instruction.

I take very seriously Our Lord's call to support parents in their quests in raising new saints for Heaven. It is a pleasure to share my lifelong homeschooling experience and that of my other professional endeavors with you.

B. Patroness

MMA was founded in San Diego County, California, 1994, as *Regina Caeli Academy*, and continues to embrace Our Lady as our patroness. Regina Caeli, "*Queen of Heaven*," is one of the many titles bestowed upon Our Blessed Mother. Not only do we meditate upon *The Coronation of Mary* as the final Glorious Mystery of the Rosary, we find this title in Scripture:

*"There appeared as a great sign in heaven: a woman clothed with the sun
with the moon under her feet, and on her head a crown of twelve stars." (Rev. 12:1)*

How fitting that our Founders chose Regina Caeli as their Patroness! As homeschooling parents, we must especially trust in Our Blessed Mother. We must call to her daily, love her and confide in her, because she gives her all to us. Ask her for the gift of and a consistency of prayer, to be always joined to her and therefore, to the Heart of Jesus. We cannot raise and teach our children, otherwise.

IV. Administration



A. Business Operation

Mantellum Matris Academy (MMA) is a sole proprietorship.

MMA is registered as a California Private School Satellite Program and is administered in accordance with [California Education Code for Private Schools](#), EC 33190, EC 48222, EC 48400, EC 49068, and EC 49069.

The administrative office is in Kansas and the registered satellite office is in California.

Private homebased education (“homeschooling”) is categorized as *private school education* in California, which functions outside of the jurisdiction of the California Department of Education (CDE). MMA files the annual R4 Private School Affidavit (PSA) and registers as a private school satellite program (PSP) offering homebased education.

- **Each enrolled household is considered a “satellite campus”**
- **Parents/legal guardians are considered “teachers” within your satellite campus**

A copy of the current year’s PSA is freely available on the website for current enrolled parents to view. Additionally, current information may be found by searching the California Private School database. No identifying data of parent/teachers or children/students is ever disclosed to the State of California, the school district, health authorities, or other governmental entity.

MMA is neither governed by nor follows the California Department of Education’s requirements in any way, including but not limited to attendance, course of study, testing, and graduation requirements.

B. Legal Representation

Due to the ambiguous legal position of Private School Satellite Programs and “homeschooling” in California and throughout the country, it is understood that Mantellum Matris Academy cannot and does not offer or provide any legal immunity to its families, parents, or students, past and present, and is only providing administrative services as a legal option to homeschool in California. MMA assists member families whose residence is outside of California in meeting their individual state and country homeschooling regulations.

MMA highly encourages all parents to join the Homeschool Legal Defense Association (HSLDA). Membership in HSLDA offers, amongst other benefits, full access to legal advice and full court representation, at no further cost beyond annual membership dues.

Those joining or renewing membership in HSLDA may use our Group Discount number to receive a 10% discount on fees.: 299814

As an HSLDA member, if you are contacted or visited by authorities, you should contact HSLDA immediately, then contact MMA.

C. Medical and Vaccination Policies



Students are exempt from mandatory immunization requirements.

As a California PSP, MMA is required to collect Medical and Oral Examination forms (completed by medical staff), or Waivers of Examination (completed by parent), for entrance into First Grade.¹ Residents of all other states are exempt from this policy.

No medical or identifying information of students is reported to the State of California, health authorities, or school districts.

All records and information collected are maintained safely and securely.

D. Communication and Office Hours

Office Hours are Tuesday-Thursday, 9:00am-4:00pm CST. These may change so please consult the website for current updates.

Primary communication between MMA and parents is via email.

Phone and Zoom appointments may be scheduled via the [online booking calendar](#).

If you have an emergency, please text the director, identifying who you are in the text. Then, email the details of your situation. I will respond as soon as I am able.

V. MMA Services and Parent Responsibilities

¹ California private school students require medical & oral assessments or waivers of such for entrance into First Grade.



A. Services and Benefits Provided by MMA

MMA collects information from parents electronically and maintains all securely in its password-protected cloud drive.

The Director provides these services:

- Publication of recommended Course of Study for elementary and high school
- Publication of academic calendar
- Publication of grading scale used on transcripts
- Secure collection and maintenance of cumulative files
- Transfers processed to and from MMA and other schools or programs
- Issuance of official high school transcripts and diplomas upon graduation, both embossed with our school seal (8th grade embossed certificates are issued upon request)
- In-progress transcripts provided for good student driver insurance discounts and college applications
- Assistance with college concurrent and regular applications
- Teacher and Student identification cards
- Work and Entertainment Permits (*California only*)
- HSLDA membership discount
- Access to parents-only portal on website
- Convenient, fully-online registration, enrollment, and reporting
- Homeschool and Curriculum counseling, including high school and college planning
- Alerts on legislative issues concerning home education, parental and religious rights
- First notice of new curriculum and other resources available to families

B. Parent/Legal Guardian Responsibilities

As parent/teachers, you are responsible for:

- Independently choosing and acquiring your own curriculum and resources
- Providing at least 51% of instruction to your children, in English
- Submitting and updating your current contact and student information
- Submitting and updating a course of study for each child/student, annually
- Submitting attendance and report cards as requested
- Notifying the director of transfers to or from MMA on a timely basis
- Honoring the copyright and proprietary work of all MMA produced and published materials, including but not limited to the website(s), handbook, templates, and social media

VI. Registration and Enrollment



MMA offers three enrollment options:

1. Registration and Enrollment for residents of California
2. Registration and Enrollment for residents of other States
3. Registration and Enrollment for partner co-op families

MMA conducts all business electronically via the website and members-only Parent Portal, various secure form collection programs, and email. This includes:

- Registration and secure payment portals
- MMA Parent-Teacher Handbook
- Current R4 California Private School Affidavit
- Registration and Enrollment Forms, including
 - Enrollment form
 - Parent Transfer Authorization form
 - Course of Study forms
 - High School Credit Review form
 - 1st Grade Medical Forms and Waivers
- Reporting Forms, including
 - Attendance Sheet
 - Report Cards
- Grading Scales
- Transcript Sample
- California Work Permit Pamphlet and Application

Medical and Oral Examination Forms for California students entering First Grade must be submitted within 90 days after the first official day of school, or by December 1st. If your child has undergone either or both examinations 18 months prior to or within 90 days after entrance into First Grade, those exams are valid for this purpose. If you choose not to have these exams performed, you may submit the Waiver portion on the Forms.

Student Transfer Authorization Forms are for students who are transferring to MMA from another school or program. MMA will submit notification to the former school or homeschool program upon parents' request. Mid-year transfers are accepted and processed on a case-by-case basis.

Course of Study Forms may be submitted any time after registration and by the deadline of August 15th. COS forms for enrollments and transfers outside of normal registration months should be submitted as soon as possible. If a parent changes more than 30% of a COS, I ask that you submit an entirely new form. If there are only minor changes, you may email me those changes.

ID Cards and Work Permits

ID cards are issued after the Enrollment Form has been received by me.

Work Permits are issued only if the course of study and attendance/report cards are current.

VII. 2026-2027 Fee Schedule



As a sole proprietor I strive to maintain low, affordable fees each year. While I believe I am called to this vocation to serve a specific and underserved homeschooling community, this is my business, the income from which I rely.

If a family is experiencing extreme financial hardship, please reach out to me so we can make arrangements.

Since school enrollment is not required in the State of California until age six, I do not charge tuition for students younger than six or enrolled in Kindergarten.

New Family Registration	\$475.00
Returning Family Registration	375.00
<i>PLUS</i>	
Tuition Grades PreK-8	
PreK-K	0.00
1 Student	45.00
2 Students	85.00
3 Students	120.00
4 Students	150.00
5+ Students	175.00
Tuition Grades 9-12	
1 Student	85.00
2 Students	165.00
3 Students	240.00
4 Students	310.00
5+ Students	375.00

Refunds

While pre-registration communication is designed to help you discern whether enrollment in MMA is best for your family, I understand that circumstances may arise after registration that may cause you to take a different path for your family.

You may request a refund. Refunds are returned back to your original form of payment and may processed per the following:

1. Notify me via email of your decision to withdraw
2. A full refund, minus 3rd- party processing fees, may be issued if request is made by July 31st
3. A refund of tuition fees, only, may be issued if notification is received between August 1st and August 31st
4. No refund may be issued if notification is made on or after the first official day of school

VIII. Academic Calendar



As a private school, MMA publishes a standard 4-quarter/2 semester annual Academic Calendar with an optional Summer/5th quarter and federal and Catholic holidays built-in. The first day of school is always the Tuesday following Labor Day. Parents may ultimately follow a traditional or year-round calendar, or even a trimester schedule.

If your state requires a minimum number of days in attendance, I will make sure your reports reflects this appropriately.

We do not follow the California Department of Education's attendance requirements.

IX. Academic Course of Study and Standards

As a private school, MMA publishes recommended courses of study, credit load, and graduation requirements. These may be followed exactly or tailored to best suit each of your students. However, if your State has certain academic requirements, I will help to make sure you are meeting those.

We do not follow the California Department of Education's course of study or graduation requirements.

A. Courses of Study, Credits, and Graduation Requirements

MMA publishes courses of study which meet or exceed usual private school study. Private homebased educated students are not required to fulfill the California public school course requirements. Annual testing is not required by private school students in California. Other states may impose particular course and testing requirements and I will help parents understand and meet those requirements.

The courses of study and credit/graduation requirements have been carefully created with these factors in mind:

- To ensure the ongoing study of our Faith
- To ensure a well-rounded education
- To ensure that college applicants meet or exceed the admissions requirements for their college of choice

Remember: Private schools do not follow the California public school requirements.

B. Elementary Level Course of Study

This is my recommended course of study for grade 1-8. Parents may choose to incorporate all or some subjects, especially in grades 1-4, or bundle together in unit studies.

Religion *(including Sacrament preparation)*

English *(including reading, penmanship, spelling, grammar, and composition)*

Mathematics

Social Studies or History *(including Geography and map skills)*

Science *(can include options such as gardening and cooking/baking)*

Physical Education *(may also include dance and martial arts)*

Fine Arts *(may include music lessons, dance, art lessons, etc)*

C. High School Course of Study



This is my recommended credit plan and some *non-traditional course recommendations* for high school, to show that home educators can think out-of-the-box and include coursework that will demonstrate our freedom and abilities to choose what is best for our children. My recommendations may be followed exactly or tailored to your student. I am always available to meet with you and discuss doing so.²

Theology	<i>Apologetics, Sacrament Prep, Church History/Architecture</i>	4.0
History	<i>Church History, Constitutional Study, Civics</i>	4.0
English	<i>Grammar, Composition, Poetry</i>	4.0
Math	<i>Consumer Math/Personal Finance, Bookkeeping, Entrepreneurship</i>	2.0
Science	<i>Marine Biology, Astronomy, Horticulture</i>	2.0
Foreign Language	<i>Includes ASL. 2 yrs of same language preferred</i>	2.0
Fine Arts	<i>Dance, Theater, Schola</i>	2.0
Physical Education	<i>Dance, Martial Arts, Gymnastics</i>	2.0
Electives	<i>Computer skills, Logic, Public Speaking, Home Economics, Scouting</i>	2.0
	Total Credits	24.0

D. Accreditation

MMA is not accredited nor can it be since curriculum and teaching is neither dictated nor provided.

Accreditation is not necessary to receive a full and enriching life and college preparatory education. MMA transcripts and diplomas have been accepted at colleges, seminaries & convents, military branches, trade schools, and in the workforce throughout our thirty-two year history, without exception. This includes California State and UC system colleges and the NCAA, which have all traditionally required accreditation from traditional school students. The [NCAA](#) also no longer requires that home-educated students follow an accredited curriculum.

We have several Catholic individuals and entities which speak to this and these are but two:

[Catholic Heritage Curricula](#) research and findings on accreditation

[Homeschool Connections](#) on Accreditation

E. IEPs

As a private school, I neither offer nor provide special needs services under an IEP. If your child has an IEP from another school, a copy will be transferred to me in his/her cumulative file. You may use your existing IEP to request 3rd-party testing accommodations.

F. Assigning Grades

Parents who are actively teaching their children are obviously the best arbiters in knowing exactly how their

² By comparison, California public schools require only 13 credits to graduate, inclusive of a semester in Ethnic Studies!



children are progressing.

*Parents should feel absolutely confident in assigning grades
or in writing a progress report.*

Parents may base their grade assignments on daily work, progress, and/or on quizzes and tests. Because homeschoolers are in the unique position to give ample time and attention to areas where children are struggling, we are also in the position to make the decision to either postpone a class until a more suitable time for the student, or drop that class altogether.

Parents of a child with special needs may write a progress report in lieu of trying to assign grades on a traditional report card.

MMA provides report card forms designed to allow grading and assessment in various manners, depending on the child's age and grade level. You will find one appropriate to your situation.

*I strongly recommend that a student, and especially a high school student,
never receive a grade lower than a "C" on a Report Card,
and even then parents should consider an alternative.*

If a high school student receives a lower grade from an online or dual-enrollment class, I would advise we speak and you may consider dropping or redoing that class on your own.

G. Testing

I recommend that parents use the [Classic Learning Test \(CLT\)](#) battery of exams for all grade levels and most certainly in high school. These are excellent tools for parents to judge their own children's progress, in addition to colleges offering scholarships based on high school students' test scores.

The CLT was created specifically for the home educated student, regardless of learning method, and has been proven to be the best assessment for college and life readiness.

Many states that require annual assessment of homeschooled students are now accepting the CLT. All our good Catholic colleges, most private non-Catholic Christian colleges, and many public colleges and universities are now accepting the CLT in lieu of the SAT and ACT exams. Even the military accepts the CLT!

Parents should feel free to use the CLT as a method of assessing your own child's progress!

X. High School Specific Information

A. Grading Scale



MMA uses the following standard grading scale to assign credit on transcripts. Please use this scale to assign your grades on report cards.

Letter grades are required on all report cards. Percentages are not accepted.

A+	4.00	97-100		B+	3.30	87-89		C+	2.30	77-79
A	4.00	93-96		B	3.00	83-86		C	2.00	73-76
A-	3.70	90-92		B-	2.70	80-82		C-	1.70	70-72

B. Credit Assignment

Credit is assigned on transcripts as follows:

High School Level Coursework

- 1 Semester = 0.5 credit
- 2 Semesters = 1.0 credit

College Level Coursework (dual-enrollment)

- 6 credit class = 2 high school credits
- 5 credit class = 2 high school credits
- 4 credit class = 1 high school credit
- 3 credit class = 1 high school credit
- 2 credit class = 0.5 high school credit
- 1 credit class = 0.5 high school credit

Parents may decide whether or not to include dual/concurrent college coursework on the high school transcript. All college coursework will be included on that college's transcript, regardless.

C. Transferring Grades

Depending on the situation, I can transfer grades from other schools onto your MMA transcript. Note will be made that the coursework was completed at such-and-such school. However, there are some instances when it is best that your student retain their transcript from their former school(s) and also receive a transcript solely for their work completed under MMA. We will discuss to determine the best resolution for your student.

I cannot legally change any grade, coursework, or credit officially reported on a previous school's transcript. However, I will assign early high school credit for this level work completed in 8th grade.

D. Weighted vs Non-Weighted Grades

I do not weight grades on transcripts, for two reasons. First, every high school in the country has their own method



of weighting grades, so there is no single standard scale. Second, because of this, the vast majority of colleges will unweight grades when reviewing a transcript; therefore, why make their job harder?

I do understand that some colleges or scholarships will base decisions on weighted grades. If you run into this situation, then we can certainly do what's needed for your student.

E. AP, Honors, and CLEP Coursework

I will designate a legitimate AP or Honors level course on your transcript but will not weight that grade.

F. College Applications

Whether your student applies for dual-enrollment during high school or to a four-year college for after graduation, I am available to provide college counseling, letters of recommendation, etc.

G. Testing

MMA, as a private school, does not require any type of testing at any grade level. However, if testing is required by your state or for college applications, I do recommend you consider using the battery of exams offered by the [Classic Learning Test](#) (CLT). Many states that require annual assessment of homeschooled students are also now accepting the CLT.

A growing number of colleges, especially our good Catholic and other private colleges, now accept the CLT as the college entrance exam and for scholarship awards.

The CLT offers an option for home educators which allows parents to administer exams themselves in their own homes. Additionally, colleges often sponsor certain exam dates, offering a free or discounted registration fee.

If your student takes the CLT, please indicate in their account that MMA is their school, with my name and email address, so their test score will be automatically sent to me for their cumulative file:

Mantellum Matris Academy
Laura Lorona-Kays, principal
MantellumMatrisAcademy@proton.me

College Board and FAFSA: MMA is not a member school of the College Board (CB). If your student registers to take the SAT, ACT, or other CB test, he/she will do so as a homeschooler and use the **homeschool code #970000**. If they apply to the FAFSA, they may indicate MMA as their school of record:

Mantellum Matris Academy
1903 SW Oakley Ave.
Topeka, KS 66604

H. Work and Entertainment Permits

I can only issue California Work Permits and Performer Work Permits. Permits are issued only if course of study,



attendance, and report cards are up to date.

- Access the online application in the Parent Portal.
- Fill-in your portion and include any signatures required.
- Request the same of the employer, if applying for a standard work permit
- Email me a .pdf copy of the completed application. **PHOTOS OR TEXTED PHOTOS OF THE APPLICATION ARE NOT ACCEPTED.**
- I will issue the Permit and email you a copy to give to the employer.
- Be sure to include a copy of the current MMA Private School Affidavit, found in the Parent Portal on the website.

XI. Parent Portal

Current, registered parents must create their own account login to the website. This is the only way you can access the Parent tab where you will find all the information and forms you will need during the year.

XII. Curricula and Resources

The website includes several pages of curriculum recommendations, resources listings, and very useful information for parents.

I specifically only include those options which I have either personally used, personally know about, or appreciate as being founded and run by Catholic and Catholic-friendly homeschooling parents, families, and clergy.

Listings change often, so please check back often!

XIII. Which Address Should You Use?



Use the California address for these situations:

<p>Mantellum Matris Academy Attn: Mrs. Laura Lorona-Kays, Director 13672 Sandhill Crane Road Eastvale, CA 92880 (760) 521-6974 MantellumMatrisAcademy@proton.me</p> <p>Corona-Norco School District Riverside County</p>	<ul style="list-style-type: none"> • California Private School Affidavit • California Work Permits • California field trips • California college dual-enrollment • Anything else specific to the State of California
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Use the Kansas address for these situations:

<p>Mantellum Matris Academy Attn: Mrs. Laura Lorona-Kays, Director 1903 SW Oakley Ave. Topeka, KS 66604 (760) 521-6974 MantellumMatrisAcademy@proton.me</p>	<ul style="list-style-type: none"> • All Mail • Transfer of Cumulative Files • Transcripts • College Applications • Letters of Recommendation • All other general business
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XIV. Important Links & Passwords

- | | |
|---|---|
| MMA Registration and Payment | Accessible by logging into your parent account |
| Parent Portal | Login to your parent account |
| HSLDA: | https://hslida.org/
MMA Group Discount Code: 299814 |
| California Private School Education Code: | https://www.cde.ca.gov/sp/ps/cefprivinstr.asp |

End