

Regina Caeli Academy

a Private School Satellite Program
serving Independent Homebased Educators since
1994



Parent-Teacher Handbook
for School Year 2023-2024

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Identifying Data

School:	Regina Caeli 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
Contact Information	
Phone:	760.521.6974
Email:	reginacaeliacademy@protonmail.com
Mailing Address/Administrative Office	
	Mrs. Laura Loroña-Kays 304 S. 9 th St. Humboldt, Kansas 66748
Website:	Regina Caeli Academy Website
Facebook:	Regina Caeli Academy on Facebook
Rumble:	Regina Caeli Academy on Rumble



School Identification

I. Philosophy

Regina Caeli Academy (RCA) exists to fulfill an important void in homeschool support in California. There are numerous and varied local support groups, but very few that cater to Catholic families in their quest to homeschool in accordance with the Faith, while doing so with the oversight of an understanding and like-minded administrator. There are also full-service Catholic homeschool programs which offer packaged curriculum, online classes, and grading services, but no other statewide program allows complete freedom to Catholic parents in designing their children's education plan.

Regina Caeli, 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 Mary. 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 prayer 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.

Mission Statement

- † Regina Caeli Academy exists to support Catholic and Catholic-friendly families in their vocations as the primary educators of their children, in accordance with the Magisterium of the Roman Catholic Church.
- † Regina Caeli 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.
- † Regina Caeli Academy provides administrative support and counseling 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, assists similar families in other states in fulfilling their state regulations.
- † Regina Caeli Academy conducts itself as a Christian business in line with Catholic teaching.



II. School Administration

A. Homebased Education in California

Private homebased education (“homeschooling”) is categorized as *private school education* in California. Private schools function outside the jurisdiction of the California Department of Education (CDE) and most State education regulations, but follow specific regulations as set forth by the CDE. Homeschoolers, in general, and private independent homeschoolers, specifically, are exempt from some of these regulations. An R4 Private School Affidavit (PSA) must be filed annually with the State in order to be officially registered as a homeschooling family. Fully-independent homeschooling families must either file their own PSA; or, be covered under the PSA filed by their homeschooling group or organization.

Regina Caeli Academy files its own PSA annually, which covers each member family and student for that year.

B. Private School Satellite Programs (PSP)

RCA files the PSA as a private school that operates as a private school satellite program (PSP). Member families are considered “satellite campuses” and parents are considered “Teachers.” Students who transfer to RCA mid-year are “grandfathered” in under the current PSA.

A copy of the PSA is on file at the RCA administrative office. The State of California publishes all information from the PSA’s for schools reporting six (6) or more students for that year, and may be found by visiting the [California Directory of Private Schools](#).

Since RCA parent-teachers educate their own students, they are exempt from:

- Background checks
- Fingerprinting

Because there is no school facility at which students attend in-class instruction, they are exempt from:

- Mandatory vaccination requirements for students

No identifying information of parents or students is included on the Private School Affidavit..



C. Legal Representation

Due to the ambiguous legal position of PSPs and homeschooling in California, it is understood that RCA cannot and does not offer, nor provide, any legal immunity to its families, parents, or students, past and present, and is only providing administrative services.

HSLDA: RCA strongly encourages parents to join the Homeschool Legal Defense Association (HSLDA). HSLDA is our strongest legal advocate and, while it has not always been a perfect ally for Catholics, it is our safest choice. 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
RCA Group Discount #299814
to receive a 10% discount.**

The Director may use her discretion to require membership in HSLDA by a parent/legal guardian, depending on factors such as legal guardianship or other unusual situations.

If you are contacted or visited by the authorities, please contact HSLDA immediately, then contact RCA.

D. RCA Administrative Reporting

RCA is administered in accordance with [California Education Code for Private Schools](#), EC 33190, EC 48222, EC 48400, EC 49068, and EC 49069.

In addition to filing the PSA, RCA reports to the local Department of Health, attesting to having on file the Medical and Oral Examination Reports, of Waivers, for each student newly entering First Grade each year.

**No identifying information of parents or students is included on the
Health Report.**



Services Provided by RCA

These Basic Services are provided and available with Registration:

1. Collection and maintenance of student cumulative files
2. Ongoing curriculum counseling and parent support throughout the year
3. Issuance of teacher and student identification cards
4. Membership in the RCA parents-only group communication platform
5. Secure access to the Parent Portal on the website
6. First access to new resources and information
7. HSLDA discount
8. Ongoing updates and alerts to legislative issues concerning homeschooling

These additional services are provided and available with High School Registration:

1. Counseling for creating a high school plan and Course of Study
2. Advice and support for tracking credits
3. Issuance of an official High School Transcript, embossed with our official school seal from the State of California
4. Issuance of an official High School Diploma, embossed with our official school seal from the State of California
5. Issuance of Work Permits
6. Issuance of documentation for new driver insurance discounts
7. Assistance with all other issues requiring the participation of a Principal

E. Parent-Teacher Responsibilities

There are certain responsibilities that come with being teachers of a private school, and RCA parent-teachers are obligated to fulfill these requirements and responsibilities. It is therefore expected that parents:

1. Recognize they are ultimately responsible for the education of their children
2. Diligently and consistently educate their children
3. Provide at least 51% of their children's instruction
4. Provide instruction in the English language
5. Submit progress reports and attendance throughout the year



Additionally, RCA requires the following responsibilities as qualification for registration:

1. Parents must inform RCA whether they will follow a year-round or traditional school year schedule
2. Parents must choose and purchase their own curriculum
3. Parents must create and follow a Course of Study for each student
4. Parents must update RCA with any changes to contact information or Course of Study

III. Registration and Enrollment

A. Forms and Information

The RCA Registration period is from February 1st – August 31st each year.

Registration is for the 12-month period from September 1st – August 31st.

Late registrations and mid-year transfers are accepted on a case-by-case basis.

The information requested on Registration and Enrollment forms is required by every private school and includes:

1. Name of each Parent
2. Physical address of primary residence
3. Parent contact information
4. Parent-Teacher Qualifications (for formality, only)
5. Student name, birthdate, grade level, and gender
6. Course of Study for each student
7. Medical and Oral Examination Reports or Waivers for students entering First Grade
8. Student Transfer Request Form for students transferring from another school or program



Forms

All Forms are found on the website under the Parent Area and accessible upon creation of parent account.

Registration is completed via the website.

Medical and Oral Examination Forms for entrance into 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 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 RCA from another school or program. Forms should be submitted at time of Registration; RCA will wait until the end of the current school year to initiate the transfer request of your former school. Mid-year transfers will, of course, be processed immediately. If you have previously filed your own PSA and are now enrolling your children with RCA, you do not need to submit a transfer request.

Course of Study Forms may be submitted any time after registration, but at least by August prior to the first day of school.

B. New Family Registration

After the initial communication between parents and the RCA Director, parents will receive link & password to access online Registration.

Upon successful registration, parents will then receive access to complete the Registration and Enrollment forms online.



C. Returning Families

Current member families are emailed re-enrollment instructions in early Spring.

D. Fee Schedule

The Fee Schedule for the 2023-2024 school year is as follows:

NEW FAMILY Annual Registration \$450.00

Tuition for Total # of Students in Grades 1-8	
Pre-K and/or Kindergarten*	0.00
1 student	50.00
2 students	95.00
3 students	135.00
4 students	170.00
5+ students	200.00

Tuition for Total # of Students in Grade 9-12	
1 student	90.00
2 students	175.00
3 students	255.00
4 students	330.00
5+ students	400.00

RETURNING FAMILY Annual Registration \$350.00

Tuition for Total # of Students in Grades 1-8	
Pre-K and/or Kindergarten*	0.00
1 student	40.00
2 students	75.00
3 students	105.00
4 students	130.00
5+ students	150.00

Tuition for Total # of Students in Grade 9-12	
1 student	80.00
2 students	155.00
3 students	225.00
4 students	290.00
5+ students	350.00

**Pre-School and Kindergarten are not mandatory in California. If parents wish, they may enroll these students for Free Tuition when enrolling at least one older student.*



E. Refunds

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

If you have completed the registration process and submitted payment, you may request a refund. These will be issued per the following:

1. Notify the Director in writing or via email of your decision
2. Full Refund will be issued if notification is received by July 31st
3. Refund of Tuition fees, only, if notification is received August 1st-31st
4. No Refund will be issued if notification is made on or after the first official day of school for that school year

IV. Elementary Level Academics

A. Course of Study

Private schools are free to publish their own Course of Study (COS). Private school students are not required to fulfill the California public school requirements.

The Elementary Level Course of Study published by RCA is a suggested guideline for parents. It can be followed or adapted for use. Traditionally, private schools always naturally exceed public school requirements.

The COS and graduation requirements have been created with these factors in mind:

- To ensure the ongoing study of our Faith
- To ensure a well-rounded education
- To ensure, at minimum, that the California public school requirements have been exceeded



B. Course of Study for Elementary Grade Levels

Parents may choose to teach all or some subjects each Semester, especially in the lower grades. You may also choose to bundle subjects together, as in Unit Studies.

Core Subjects

Religion (including Sacrament preparation)
English/Language Arts
Math
Social Studies/History/Geography
Science
Physical Education

Electives

Art/Music
Other

Course of Study forms must be emailed to the Director by the official first day of School, traditionally the Tuesday after Labor Day.

C. Reporting

Reporting Forms are accessible via the website, Parent Area.

Instructions are found at the back of this Handbook.

Elementary & Middle school level reports are collected quarterly.

High School reports are collected semesterly.

These include:

Attendance Sheets
Report Cards or Narrative Progress Reports

Attendance Reports are submitted via an online form and collected at the end of each Quarter. Although private schools are not subjected to a minimum number of days in attendance, RCA strives to reach the CDE required number of 175 days. Other states may require fewer or more than this and the Director will work with those parents to ensure requirements are met.

1. Parents receive emailed reminders to submit Attendance
2. Each student must have their own Attendance Sheet
3. Absences of ½-day or more must be reported
4. Knowing that homeschooling occurs everyday and at all times, parents may mark attendance according to a M-F school week, or exactly as attended (weekends, Holidays, etc.)



Report Cards are submitted via online forms and collected at the end of each Quarter or Semester. Parents may use a variety of grading methods, i.e. letter or number grades, Satisfactory/Unsatisfactory, etc.

Narrative Progress Reports may be used for grades Pre-K through 2nd, or for students with special needs. Parents may also choose to simply type a narrative of progress for submission.

Parents will receive emailed reminders at submission time.

Repeated requests for missing Reports which go unanswered may be grounds for immediate dismissal.



V. High School Level Academics

A. Course of Study

Private schools are free to publish their own Course of Study (COS). Private school students are not required to fulfill the California public school requirements for study or graduation.

RCA publishes a suggest High School Course of Study as a guideline for parents. It has been created with these factors in mind:

- To ensure the ongoing study of our Faith
- To ensure a well-rounded education
- To ensure, at minimum, that the California public school requirements have been exceeded
- To ensure that high school graduates have met or exceeded the admissions requirements for their college of choice

RCA encourages parents to begin considering their student's goals for and after high school by the time they are in 7th or 8th grade. This will help in forming an idea for a complete high school plan. Some points to consider:

- Will they attend a 4-year or community college, or trade school?
- Will they apply to a private Catholic college, or UC or State school?
- Will they discern a vocation?
- Will they apply to the military?
- Will they immediately enter the workforce?
- Will they pursue an artistic career?



B. Course of Study for High School Grade Levels

Please remember that course and credits may be amended or adapted, as needed. This COS is much more than what is required of public school graduates and will satisfy admission requirements for most good, Catholic colleges, UC, and State schools.

Subject	Some Course Recommendations	Credits
Theology	Theology, Apologetics, Sacrament Prep, Church History	4.0
History	World History, US History, US Government/Civics	4.0
English & Literature	Grammar, Composition, Literature, Writing	4.0
Math	Pre/Algebra I, Geometry, Consumer Math	2.0
Science & Labs	Earth, Biology, Chemistry, Physics, Astronomy	2.0
Foreign Language	Preferred 2 years of same language	2.0
Fine Arts	Music, Art	2.0
Physical Education	Sports, Dance	2.0
Academic Elective	Economics, Personal Finance, Computer Literacy, etc.	2.0
	Total Credits	24.0

For your reference, the California public school requirements may be found here:
[CA Graduation Requirements](#).

Course of Study forms must be emailed to the Director by the official first day of School, traditionally the Tuesday after Labor Day.

C. Reporting

Reporting Forms are accessed in the Parent Area of the website.

Instructions are found at the back of this Handbook.

High School Level Attendance Reports are collected Quarterly; and Report Cards are collected Semesterly. These forms are found on the website under in the Parent Area, accessible by logging into your parent account.



Attendance Reports are submitted via an online form and collected at the end of each Quarter. Although private schools are not subjected to a minimum number of days in attendance, RCA strives to reach the CDE required number of 175 days. Other states may require fewer or more than this and the Director will work with those parents to ensure requirements are met.

1. Parents receive emailed reminders to submit Attendance
2. Each student must have their own Attendance Sheet
3. Absences of ½-day or more must be reported
4. Knowing that homeschooling occurs everyday and at all times, parents may mark attendance according to a M-F school week, or exactly as attended (weekends, Holidays, etc.)

Report Cards are submitted via an online form and collected at the end of each Semester. Only letter grades should be used.

Report Cards should coincide with the submitted Course of Study. If changes have been made, parents should submit an amended COS with the Report Card. Grading in high school is much more important since this is what is reported on the Transcript.

Narrative Progress Reports may be used for students with special needs. Parents may also choose to simply type a narrative of progress for submission.

Parents will receive emailed reminders at reporting time.

Repeated requests for missing Reports, which go unanswered, may be grounds for immediate dismissal.

Additional information which may be submitted for inclusion in a High School Cumulative file should include:

- Score Reports from college admissions exams
- Reports from online, AP, or CLEP classes/tests
- Copy of an existing IEP (optional)
- Certificates for volunteer work, scouting badges, commendations, etc. (optional)
- Copies of awards for sports, arts, etc.



Grading and Transcripts

Parents who are actively teaching their children are obviously the best arbitrators of knowing exactly how their children are progressing. **Parents should feel confident in assigning grades.**

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.

I strongly recommend that a student, and especially a high school student, never receive a grade lower than a straight "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, please consider dropping or redoing that class on your own.

We can use Math as an example. If a 9th or 10th grader simply cannot grasp Algebra I, then please consider doing a Pre-Algebra or Consumer Math course with them. You can then revisit Algebra I in 11th or even 12th grade, if it's needed for their college plan.

There is, however, also something to be said if a homeschooler's 4-year transcript shows all A+'s! If that student then shows SAT or ACT scores well below the average, then a college will most certainly question the validity of the Transcript. Yes, not everyone does well on tests, but there is always some correlation between the two.

A Transcript reports completed coursework, grades, credits, and college admissions exam scores. A CV (resume) and college application allow you to report a student's history and experience outside the traditional classroom.

RCA does not allow parents to weight grades. This is a practice that many high schools have adopted, but which colleges then undo. There is no standard scale used to weight grades, therefore colleges must reduce all grades to the same score.

RCA uses the standard college grading system:

A+	97-100	4.0		C+	77-79	2.3
A	93-96	4.0		C	73-76	2.0
A-	90-92	3.7		C-	70-72	1.7
B+	87-89	3.5		D+	67-69	1.3
B	83-86	3.0		D	65-66	1.0
B-	80-82	2.7		E/F	Below 65	0.0



For your convenience, the following is copied from previously in this Handbook:

A typical high school credit load is 5-7 full credits per year. Some colleges will not accept more than a maximum number of credits in 9th grade, and may cap the total number of credits over all four years of high school. Therefore, it is incumbent upon parents and students to understand the credit requirements for their college of choice.

Credits are determined as:

*1 Semester (or half-year) high school level class = 0.5 Credit (half a credit)
2 Semesters (or full year) high school level class = 1.0 Credit (a full credit)*

College level classes are reported per this example:

*3 Credit Class = 1.0 High School Credit
4 Credit Class = 1.25 High School Credits*

Honors, AP, CLEP, and College level courses are identified as such on the Transcript.

Testing

Private schools are not required to test their students and RCA leaves this decision up to each Parent.

The decision to participate in college admissions testing is left to parents and students. Some colleges require applicants to take the SAT and/or ACT, and some private colleges now accept the CLT or do not require admissions testing, at all.

Parent-Director Partnership on Transcripts and Diplomas

I work closely with each parent to manage your high school student's COS and transcript. If adjustments are needed and made during the year to the COS, please submit a new or amended COS to me as soon as possible, or at least with your next Report Card.

I create an unofficial transcript at the end of each school year. This transcript helps you track and monitor your student's progress and is also available for purposes when a transcript is needed during the high school years, i.e. applying for a good student insurance discount.



Upon successful completion of your student's coursework, he/she will be graduated by RCA.

- An official Diploma will be awarded, signed by the Director/Principal and embossed with the official RCA State Seal.
- The official Transcript will be published, signed by the Director/Principal and embossed with the official RCA State Seal.

High School Odds and Ends

CIF Sports

You should be aware that students involved in CIF or other league sports may need to fulfill certain requirements, such as being enrolled in a traditional high school. Please research and consult your sports league or organization to ensure that you properly enroll your student in the type of school or program that will satisfy their requirements.

Dual-Enrollment

High school students may dual-enroll in community college, or even with a traditional high school under special circumstances. I will assist you with paperwork, submission of transcripts, and any other requirements.

Driver's Insurance and Other Good Student Discounts

I will assist you with the documentation necessary to submit to your insurance company or other organization, should you wish to apply for these or other discounts.

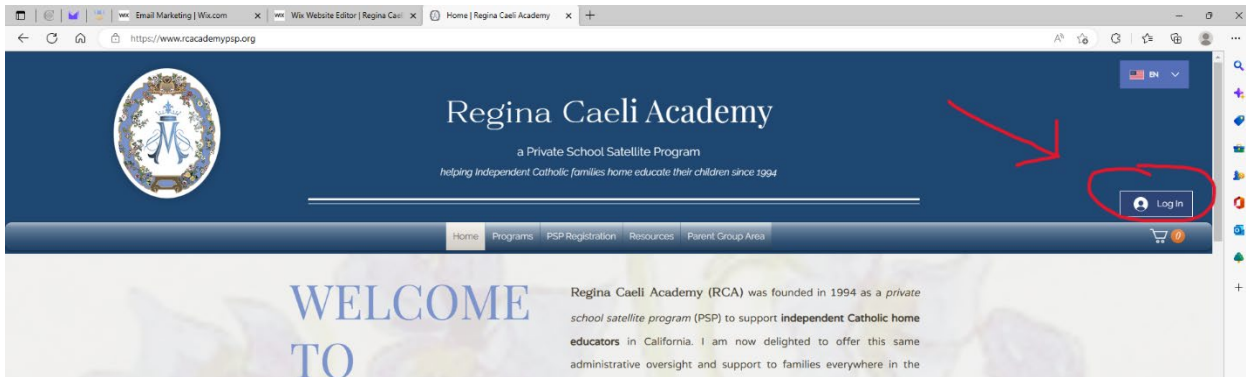
Work Permits

I am authorized to issue your minor student a Work Permit. Forms may be found in the Parent Portal on the website. Parents and the employer should each complete their portion, then email to me for processing. I will transmit the Permit to the employer and forward a copy to you.

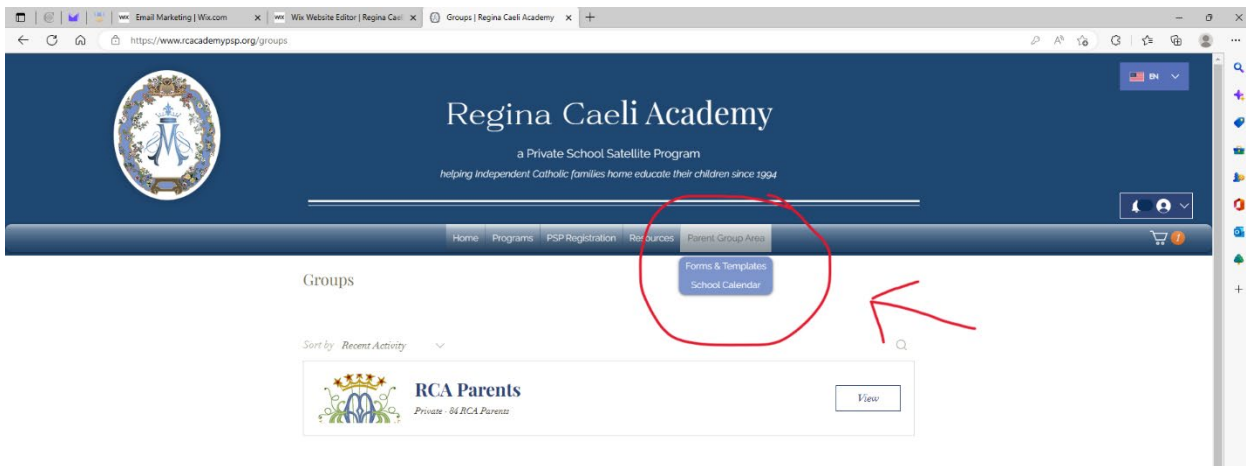


RCA: How to access Parent Area and Forms/Reporting Forms

Login to your account using your email and password:

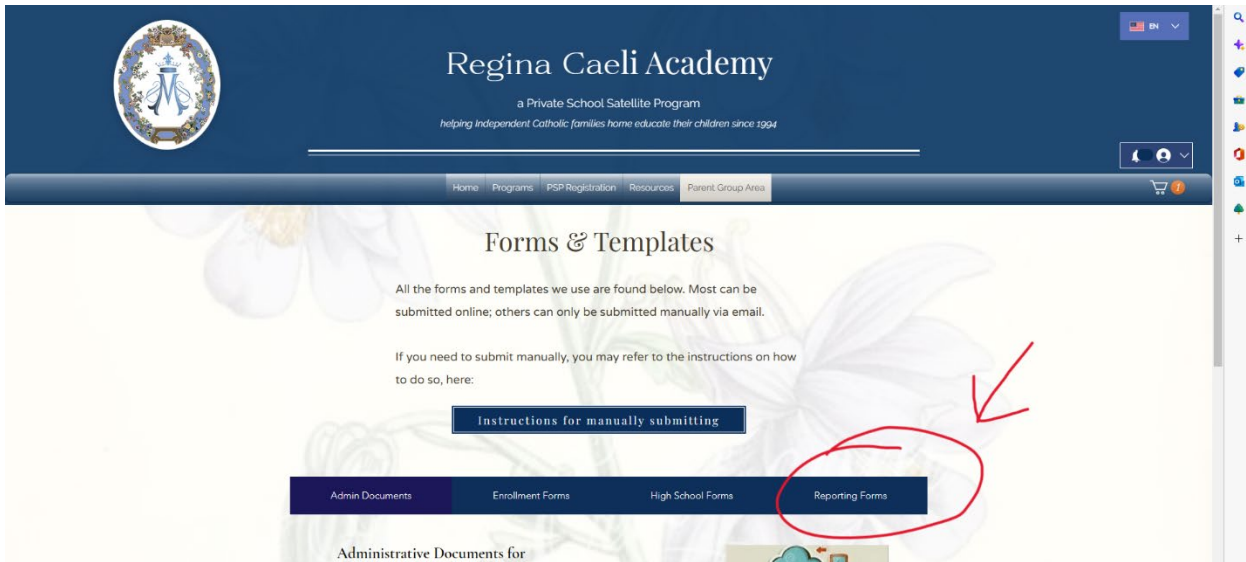


Click on the "Parent Group Area" tab. You can either enter the Group or click on the dropped-down "Forms & Templates" tab:





If you click on “Forms & Templates”, you’ll see the entire menu of documents and forms, including Reporting Forms:

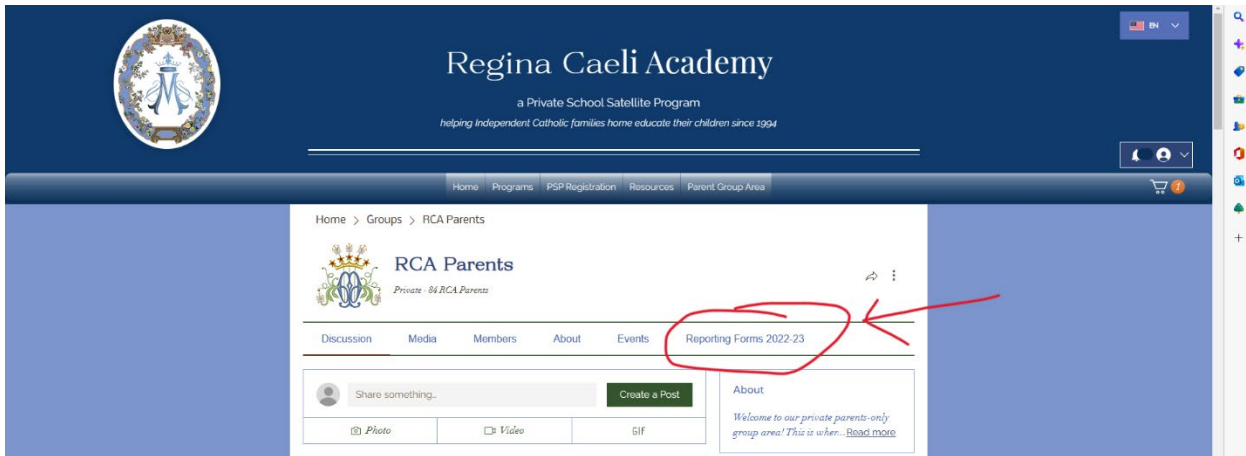


You have a choice of submitting online or manually. Please know that I greatly prefer that you submit online. I will no longer accept photos (jpg/png) either emailed or texted to me, nor those scanned by phone.





You may also access the Online Reporting Forms only within the Parent Group itself:





VI. Important Resources

RCA Registration and Payment:	Contact Director
RCA Forms:	Login to your Parent Account
RCA Parent Group:	On Website
RCA Private School Affidavit listing:	Login to your Parent Account
HSLDA:	https://hsllda.org/ RCA Group Discount Code: 299814
California Private School Education Code:	https://www.cde.ca.gov/sp/ps/cefprivinstr.asp

End
