

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 2025-2026

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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
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
Academy 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 provides administrative 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 offering the same services and state homeschool compliance assistance to families living elsewhere.
- † Mantellum Matris Academy conducts itself as a Christian business in line with Catholic teaching.



III. Philosophy & Patroness

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 is a private school satellite program operating as a sole proprietorship.

The administrative office is in Kansas, with a registered satellite office 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" of the home office
- 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. Administration

MMA 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 R4 Private School Affidavit in California, MMA reports to the local California Department of Health regarding immunization records; however, all MMA students are exempt from mandatory immunizations since there are no in-person classes offered. MMA does collect Medical and Oral Examination reports or Waivers thereof for entrance into First Grade.¹

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

All records and information collected is maintained safely and securely in my files.

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.

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



V. MMA Services and Parent Responsibilities

A. Services and Benefits Provided by MMA

MMA provides these services with Registration and Enrollment:

1. Collection and secure maintenance of cumulative files*
2. Transfers processed to and from MMA and other schools or programs
3. Issuance of official high school transcripts and diplomas upon graduation, both embossed with our school seal. (8th grade certificates available.)
4. In-progress transcripts provided for good student driver insurance discounts
5. Assistance with college concurrent and regular applications
6. Teacher and Student identification cards
7. Work permits (*California only*)*
8. HSLDA membership discount*
9. Access to parents-only portal on website
10. Convenient, fully-online registration, enrollment, and reporting
11. Homeschool and Curriculum counseling, including high school and college planning
12. Alerts on legislative issues concerning home education, parental and religious rights*
13. First notice of new curriculum and other resources available to families

These are the only services provided to California families under the “Registration Without Enrollment**” option. However, issuance of work permits and counseling services may be contracted for additional fees.*

B. Parent/Legal Guardian Responsibilities

As parent/teachers, you are responsible for:

1. Independently choosing and acquiring your own curriculum and resources
2. Providing at least 51% of instruction to your children, in English
3. Submitting and updating your current contact and student information
4. Submitting and updating a course of study for each child/student, annually
5. Submitting attendance and report cards as requested
6. Notifying the director of transfers to or from MMA on a timely basis
7. 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



C. Enrollment Forms and Procedures

MMA conducts all business online via the website and secure Parent Portal. Here, parents will find:

- Registration links
- MMA Parent-Teacher Handbook
- Current R4 California Private School Affidavit
- Registration and Enrollment Forms, including Transfer Authorization
- Course of Study forms
- 1st Grade Medical Forms and Waivers
- Attendance Logs
- Report Card Templates
- High School Credit Review form
- High School Grading Scale used on MMA transcripts
- Transcript Sample
- California Work Permit Pamphlet and Request Form

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 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. Information is submitted on the Registration form. MMA can 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 MMA, you do not need to submit a transfer 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, but at least by August 31st or prior to the first day of school.

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.



Form Submissions

All forms and reports are submitted online via the website. Parents must sign-in to their account to access the Parent Portal, where they will find all.

1. Navigate to the applicable form tab in the Parent Portal (you must be signed in)
2. Fill-in, review, save your own pdf copy, then submit a form
You do not have the ability to re-access a submitted form after exiting the confirmation page. I advise that you always save a copy for your own reference.

VI. Registration and Enrollment

MMA offers various enrollment options based on your family's location and needs. These are:

1. Registration and Enrollment for California-based families
2. Registration Only for specific California-based families
3. Registration and Enrollment for all families, regardless of location

A. California Enrollment Options

1. Registration and Enrollment

Families receive all of the full services and benefits of enrollment as outlined below in, "Services Offered," and are legally covered to homeschool under the "private school satellite program" (PSP) option.

2. Registration Without Enrollment

Families based in California and *who are fully enrolled in a homeschool program which is not registered in the State of California* may register only with MMA to legally homeschool under the PSP option. Records and information will be collected as per California PSP requirements but no school services are provided since your school-of-record will provide those. Examples of these programs are:

Angelicum Academy (*registered in Colorado*)
Oxrose Academy (*registered in Mississippi*)
St. Thomas Aquinas Academy (*registered in Nevada*)

B. Non-California based Family Enrollment, and International

1. Registration and Enrollment

Families enroll with MMA as your school-of-record and in addition to all the full services received below, I also work with you individually to help you fulfill the legal requirements to homeschool in your state.

International families may also receive an apostille, should you need.



VII. 2025-2026 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.

However, if a family is experiencing extreme financial hardship, they may always reach out to me I am always able to come to an arrangement with you as needed.

Since school enrollment is not required in the State of California until age six, I do not charge tuition for enrolled students under this age, in any State.

Registration with Enrollment

New Family Registration	\$475.00
Returning Family Registration	325.00
<i>PLUS</i>	
Tuition Grade 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

***Because the requirement for school enrollment in California begins at six-years-old and/or entrance into First Grade, I do not charge tuition for PreK or Kindergarten grade levels, or children younger than six-years-old.*

Registration without Enrollment***

(for California families enrolled in an out-of-state homeschool program such as Angelicum Academy, Oxrose Academy, Thomas Aquinas Academy, etc.)

New & Returning Family Registration	\$200.00
<i>PLUS</i>	
Per Student Maintenance Fee	
Grades 1-8	\$25.00
Grades 9-12	\$50.00

****Proof of enrollment in the non-California homeschool program must be submitted.*



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 but before the first official day of school that cause you to choose a different path for your family.

I also often find that parents have over-paid fees, which I catch and process refunds immediately. (This usually happens when you place your registration in your cart but do not complete immediately, so when you return you place a duplicate registration in your cart and then pay for both!)

Disenrollment and refunds requested for a serious circumstances will always be reason for exceptions. Please be open and honest with me so I can accommodate your request as best as I can.

I conduct my business in a moral and ethical manner and will never withhold your funds frivolously or unnecessarily. However, due to my need to accept only a limited number of families each year for whom I know I can competently serve, once you register that spot is reserved for you. If you choose to disenroll a day or week or even month before school starts, I may have been able to fill your spot with another family who I previously turned down.

PLEASE DO NOT try and process a reversal through your bank. This will result in a negative rating on my part and may cause my website host to shut down my ability to accept online payments.

If you have completed the registration process and submitted payment, you may request a refund prior to the new academic year starting. Refunds are made back to your original form of payment and may processed per the following:

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



VIII. Academic Policies & Standards

As a private school, MMA is free to publish a school calendar, course of study, credit and graduation requirements. These may be followed exactly or tailored to best suit each of your students.

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.

I specialize in advising parents on how best to tailor all to benefit each child's unique abilities, challenges, interests, and ultimate goals, especially in the high school years.

Course of study may be amended to meet certain States' course requirements.

A. Academy Calendar

Enrollment is for a 365-day period from September 1st – August 31st each year, broken down into five (5) quarters/three (3) semesters. Parents may follow a traditional four-quarter/two semester year, or include a 5th quarter/3rd semester Summer term.

Families enrolled prior to September 1st are grandfathered-in as early enrollment.

The official first day of school is usually the Tuesday following Labor Day.

Attendance may be tailored to meet non-California-based State requirements.

B. Accreditation

MMA is not accredited nor can it be since curriculum 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-one 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.

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

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

[Homeschool Connections](#) on Accreditation

In addition, the NCAA no longer requires that home-educated students follow an accredited curriculum: [NCAA Homeschooled Student-Athletes](#)



C. 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, and most certainly those of all endorsed by the Newman Society.

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

D. 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 (*may include reading, writing, spelling, and grammar*)

Mathematics

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

Science (*can include gardening, cooking*)

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

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

E. 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>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</i>	2.0
Total Credits		24.0

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



F. IEPs

As a private school, I do not offer or 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.

G. Assigning Grades

Parents who are actively teaching their children are obviously the best arbiters in knowing exactly how their 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 templates designed to allow grading and assessment in various manners. 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 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, I would advise we speak and you may consider dropping or redoing that class on your own.

H. 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!



IX. 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. Please do not assign percentages.

A+	4.00	97-100		C+	2.30	77-79
A	4.00	93-96		C	2.00	73-76
A-	3.70	90-92		C-	1.70	70-72
B+	3.30	87-89		D+	1.30	67-69
B	3.00	83-86		D	1.00	65-66
B-	2.70	80-82		F	0.00	Below 65

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 = 1 high school credit
- 5 credit class = 1 high school credit
- 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 and will not legally change any grade, coursework, or credit transferred in from another school.



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.

X. High School/College Testing & College Applications

A. The Classic Learning Test

As stated previously, I recommend that parents use the [Classic Learning Test](#) (CLT) battery of exams for high school assessments and college exams. You may use these to assess your student's progress and to also amend their course of study, if warranted. Many colleges now accept the CLT as college entrance exams and for scholarship awards. Many states that require annual assessment of homeschooled students are also now accepting the CLT.

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

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

B. College Board Tests and FAFSA Application

MMA is not a member school of the College Board (CB). If your student registers to take the SAT, ACT, or any other CB test, he/she will do so as a homeschooler and use the [homeschool code #970000](#). Your student will apply as an [independent homeschooler for the FAFSA](#).

C. College Applications

Whether your student applies for dual-enrollment or to a four-year college, he/she will do so as a homeschooler and you will indicate Mantellum Matris Academy as your school and me as your principal. I assist with and sign all applications as such.



XI. Work Permits

I can only issue California Work Permits and Performer Work Permits.

- Access the online application in the Parent Portal.
- Fill-in your portion and request the same of the employer.
- Email me a .pdf copy of the completed application. **PHOTOS OF THE APPLICATION WILL NOT BE ACCEPTED.**
- I will issue the Permit and email you a copy to give to the employer.

XII. High School Odds and Ends

As your “principal” and “college counselor,” I also assist parents with the following:

- Assistance with college dual/concurrent-enrollment applications as a homeschooler
- Issuance of Work Permits for California students, only
- Issuance of in-progress Transcripts for good student insurance discounts
- Issuance of letters of recommendation
- Issuance of receipts or letters confirming enrollment
- Assistance, as appropriate, in any other ways that may arise for you

XIII. Parent Group Chat

I encourage you to regularly visit the Parent Group Chat on the website under the Parent Portal tab. You may connect with other enrolled parents to exchange advice, ask questions, request prayer intentions, and more.

XIV. Curriculum 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, or appreciate as being founded and run by Catholic and Catholic-friendly homeschooling parents and families.



XV. Which Address Should You Use?

Use the California address..... For these situations:

Mantellum Matris Academy Attn: Mrs. Laura Lorona-Kays, Director 13672 Sandhill Crane Road Eastvale, CA 92880 Corona-Norco School District Riverside County (760) 521-6974 MantellumMatrisAcademy@proton.me	• 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:

Mantellum Matris Academy Attn: Mrs. Laura Lorona-Kays, Director 1903 SW Oakley Ave. Topeka, KS 66604 (760) 521-6974 MantellumMatrisAcademy@proton.me	• All Mail • Transfer of Cumulative Files • Transcripts • College Applications • Letters of Recommendation • All other general business
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XVI. Important Links & Passwords

MMA Registration and Payment

Password: Regina30

Parent Portal & Group Chat

Login to your account on the website

HSLDA:

<https://hslida.org/>

MMA Group Discount Code: 299814

California Private School Education Code:

<https://www.cde.ca.gov/sp/ps/cefprivinstr.asp>