

Harford Christian School Homeschool Umbrella

Enrollment Requirements/ Procedures

❖ New Family Enrollment

1. All registrations go through Jen Holbrook, Admissions Director, at jholbrook@harfordchristian.org. Families should contact Jen Holbrook if interested in the umbrella. She will guide you through the enrollment process with FACTS.
2. The coordinator will conduct the beginning of the year phone conference to aid families in setting up their school year, choosing curriculum, and lending assistance as needed.
3. After enrollment is complete, each family needs to file a MD Notice of Consent form with the superintendent from their county. This form must be submitted at least 15 days prior to the start of the homeschooling year. Be sure to fill in Harford Christian School as the "Name of the Nonpublic School" on page 2 of the form.

Harford Christian School
1736 Whiteford Road
Darlington, Maryland 21034

❖ Current HCS umbrella homeschool families' re-enrollment

Re-enrollment in the HCS homeschool umbrella is on an annual basis. Families must be in good standing and have completed all yearly requirements for the current school year. Jen Holbrook, the Admissions Director, will notify families of the registration period, deadline, and registration link. The HCS Umbrella will keep MD counties up to date on the umbrella's enrollment each year. Families are not required to submit a MD Notice of Intent each year to the county.

❖ Change in Family's Information

If any information on the original enrollment registration has changed, please notify the coordinator immediately. A letter of notification or email will then be sent to the school district, as per Maryland state law.

Portfolio Requirements and Review

Each family must compile a portfolio of work accomplished throughout the school year for each child taught at home. The purpose of the portfolio is to document that "regular and thorough instruction" is being provided in the home and is required by state law.

❖ Portfolio Requirements

Each child's portfolio must contain the following items:

1. Complete a Year End Review Sheet and have it ready in the portfolio for the evaluator. There are specific sheets for K-8th grade and 9th-12th grades.
2. A chart or calendar documenting how many days of school have been completed. This could be the schedule in the front of many schoolbooks.
3. Compile and gather a record of the student's work completed throughout the school year. A good way to complete this is to gather a couple examples of the student's work per subject each month. Another idea is to keep the student's work for the year and have the student and parent choose out their favorite samplings of the work throughout the year, including plenty of work to show that an adequate amount of work has been accomplished throughout the year in each required subject. Writing the date on each day's work will also help to show "regular and thorough instruction." If a test is not given at the end of a unit, the chapter reviews for each subject could be included in the portfolio. For example, the chapter reviews in a math book or English book, the summary questions at the end of a history chapter, a spelling test each week, recited Bible verses, etc. The chapter review or chapter test is also a good summary of what information has been covered. Approximately 10-15 samples of work from each subject should be included in the portfolio.
4. For high school, numerical grades will be required in each subject. Proof of the grades given will need to be provided. These grades will then be entered into the student's high school transcript. Letter grades or numerical grades may be entered on the high school transcript, according to the parents' discretion.

**Note: Grades and testing are not required for grades K-8. If a parent decides to "practice" collecting grades for 7th and 8th grades, that is a good idea, but it is not required. Parents are used to tests and grades from a brick and mortar school, but when a parent is working alongside their child, they very often know how their child is performing in school from checking their daily work.
5. The gathered work can be placed in a binder with dividers or accordion style folder to take to the portfolio review. Add pictures of field trips, special events, recitals, academic projects, service projects, sports, concerts, etc. Be sure to include examples from each subject that is required by the state law. See the "Yearly Academic Guidelines" for a list of required subjects to be taught.
6. Book List. Include a list of books used during the school year. The list can include DVDs, CDs, audiobooks, and websites.
7. Online classes may be presented differently during the review. You may include work from the online class, especially if the class includes workbooks, essays, or writing

assignments. However, if all work is completed online, a final grade/report card may be printed and included in the portfolio.

8. Do not feel obligated to bring every book, workbook, test booklet, etc. The portfolio will be a good summary of the work completed. I do understand, however, if you would prefer not to tear out pages of a book. Then that book may come along.

Be creative and have fun with the portfolio! It should be something that each student is excited about and proud of to show at the portfolio review! A culmination of the year, showing all the hard work that you completed!

❖ Portfolio Review

Each family must schedule a portfolio review, in which they will meet with the coordinator or evaluator to review the portfolio to show that “regular and thorough instruction” has been taught in the home. These reviews will take place at the end of May or beginning of June.

- ❖ If the portfolio does not meet the requirements, the family will be given 30 days to supply the schoolwork and evidence needed to show sufficient schooling is taking place in the home.

Standardized Testing

Enrollment in the HCS homeschool umbrella includes the opportunity to participate in standardized testing in the spring. For MD, this is optional. For PA, this is required for grades 3, 5, and 8. These scores must be included in the portfolio for Pennsylvania families.

PSAT Testing in October (for 9th-11th grades)

SAT Testing for 11th-12th grades

CogAT – Cognitive Ability Testing (spring for grades K-5, 2nd, 4th, 6th, and 8th)

Iowa Performance Assessments – Achievement Testing (spring for grades 1st-8th)

Classes at HCS

Students in the umbrella have the opportunity to take classes at HCS. Specials classes, music, art, and gym are available for elementary students. For middle and high school students, academic classes, fine arts classes, and sports are available. Please see the Fee Sheet on the Harford Christian website under the Homeschool tab for the costs of these classes.

Students should wear the school uniform when attending classes on campus and follow all HCS dress code requirements. Please contact the office for information on HCS’s dress code.

HCS Umbrella
Yearly Academic Guidelines for Maryland

Elementary and Middle School Guidelines (K5-8th)

- Bible
- Language Arts – To include English, Spelling, Handwriting, and Reading
- Mathematics
- Science/Health
- History/Social Studies
- Art
- Music
- Health
- Physical Education
- Other – Electives (Technology, Foreign Languages, Special Skills)

High School Guidelines and Graduation Requirements (9th-12th)

- Bible – 2 credits
- English - 4 credits
- History – (US History, World History, and Government) 3 credits
- Science – (Biology, Earth, Life, Environmental, Physical Science, etc.) 3 credits
- Math – (Algebra, Geometry, 2 additional math) 4 credits
- Computer science – 2 credits
- Physical Education and Health – 1 credit
- Fine Arts – 1 credit
- Electives (Ex: additional fine arts, Bible, foreign language) – 2 credits
- Community Service – 75 documented hours (1 credit)

Total = 23 credit hours