

Member Handbook

A comprehensive reference guide to CCHS policies, rules,
job descriptions, opportunities, benefits and
State & Local homeschooling information.

Cabarrus County Home School Association Handbook



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Cabarrus County Home School Association MISSION STATEMENT

Home education is a growing movement in Cabarrus and surrounding counties. Some of the major reasons for its growing popularity are the desire of parents to provide the best educational opportunities for their children and parental desire to strengthen the traditional family structure, which is deteriorating nationwide.

Home education is not new but as old as history. Many of our nation's greatest leaders were home educated. Prior to the government making education available to all children through a tax funded public system, the only schools available were private and home based.

National studies continue to show excellence in performance by home educated children in both academic and social skills. In Deuteronomy 6: 5-9 the Holy Bible clearly states that parents are responsible for the education of their children.

The Cabarrus County Home School Association (CCHSA) is a nonprofit, nondenominational, Christian home school support group dedicated to providing options, tools, and encouragement to home educators and their families. CCHSA is not a church but all decisions are approached from a Biblical perspective. While we do not wish to exclude any home schooling families in our community, we reserve the right to plan and carry out activities in accordance with traditional Biblical standards. Because leadership is necessary and because it is impractical to expect complete agreement among all persons, such standards and decisions are determined according to the judgment of the CCHSA President and its Board of Directors.

In linking home schooling families, we hope there will be many benefits including social opportunities, sharing of resources, updates on legal issues and requirements, group privileges and discounts, counteracting isolation, and much more. To this end, we strive to seek better methods of communication with members and to bring fresh ideas on how to best meet the needs of the local home school community. CCHSA has a chain of command set up to receive and disseminate information and ideas and the President and the Board of Directors meet regularly to discuss and plan how to best accomplish and implement these goals.

All families are **STRONGLY ADVISED** to notify the North Carolina Department of Non-Public Education of your intent to open and operate a home school and to comply fully with North Carolina home school law. If you do not notify the Department of Non-Public Education, your children are, by default, under the jurisdiction of public education and considered truant. Truancy is dealt with by the Department of Social Services and your children can be removed from your home.

MEMBERSHIP POLICIES

ORGANIZATION OF CCHSA

CCHSA has a President and a Board of Directors, as well as Coordinators for its various functions and activities. They work together to set policies and plan guidelines for operation of the group. Each Board position consists of a husband/wife couple and each couple is allowed only one vote on each issue. The Board of Directors shall have final authority over all CCHSA activities and policies.

Board Members are appointed by the President and existing Board to serve. Minimum requirements to serve on the Board of Directors include but are not limited to:

1. Must have home schooled at least 3 years.
2. Must have been a member in good standing with CCHSA for at least 2 years.
3. Must have been active in a variety of activities so as to have gained experience which would be useful as a Board Member.
4. Must have, in the opinion of the Board, shown visible fruit of honor, integrity, confidentiality, and service.
5. Must profess a personal relationship with Jesus Christ as Lord and Savior.

CHAIN OF COMMAND

The CCHSA Board of Directors will accept comments, information, and suggestions from its members. It should be remembered that CCHSA functions by user participation. If suggestions require someone else to increase their duties and/or responsibilities or if they create an expense, which, in the opinion of the Board, is unjustified; the Board may choose not to implement such suggestions. Such decisions are the responsibility of the Board who are in the best position to make them because they have both a vision for and a better overview of the entire group. Because the Board, like every leader in this group, is composed of working fathers and mothers who volunteer their time to serve in this capacity while maintaining their families as their first priorities, the most efficient use must be made of their time and must also be considered. With the dual goals of receiving information being balanced with time constraints, the following Chain of Command has been established:

1. Member suggestions should be made, in writing, to the Coordinator over the area in which the suggestion falls.
2. If satisfaction is not achieved the suggesting member may bring the suggestion, in writing, to the Board Member over the effected area.
3. If satisfaction is not achieved the suggesting member may bring the suggestion, in writing, to the CCHSA President. The President may choose to address the issue personally or (s) he may choose to bring it before the Board for a vote. In either case, the decision given by either the President or the Board will be final.
4. Requests for general CCHSA policy changes may be proposed from time to time by any member in good standing. These changes should be made, in writing, to the CCHSA President. (S) he may choose to bring the matter

before the Board of Directors for a vote or may choose to handle the matter personally. If the matter has been brought to the attention of the Board, that decision will be final.

GRIEVANCES

Because we are all people, and therefore imperfect, we recognize that all members will not always be satisfied with all the decisions that are made. If steps one through four of the Chain of Command as outlined above have been followed and if, after prayerful consideration, a member is still dissatisfied on an issue and if, that same issue is deemed by him/her to now be a grievance; members may request, in writing, to know if their matter was brought to the attention of the full Board. If so, the decision of the Board was final unless circumstances have changed or additional information has become available which this member feels may weigh heavily to change the Board's opinion on the matter. Unless one of these has happened, the issue will not be addressed again.

If the matter was not previously brought before the entire Board, the member may request, in writing, that the matter now be done so. When a decision has been reached, the Board's decision is final.

Even though circumstances may have changed, the same matter may not be brought to the Board over and over again. The Board has the authority to deem a matter permanently closed.

DISCIPLINARY ACTION

Just as members need a method to address grievances, so does the CCHSA Board of Directors require a method to take disciplinary action if needed. This action will be entered into thoughtfully and preceded with much prayer, seeking the Lord, seeking Biblical guidance, and seeking the counsel of others who may have more experience and wisdom in a matter and careful decision-making. If, after all of the aforementioned, the Board of Directors decides disciplinary action may be called for, select Board Members will request a meeting with the person(s) involved to discuss the matter(s). If the unacceptable behavior does not cease immediately, a meeting will be convened with the full CCHSA Board of Directors and the involved member(s). The attendance of that (those) member(s) will be requested but Board decisions may be made with or without such attendance. All decisions of the Board are final. After this procedure, members must either choose to submit to the decision of the Board, resign their family's membership, or face expulsion from the group. If resignation/expulsion is necessary, membership fees will not be returned.

Membership in CCHSA constitutes acceptance of all CCHSA policies and Board decisions.

MEMBERSHIP REQUIREMENTS

To be qualified to apply for CCHSA membership, families must:

1. Have a functioning home school.
2. Have a Cabarrus County local phone number or e-mail address.

3. Pay annual dues.
4. Contribute to the group by participation in a job or service. Obviously, all tasks are not equal but each family can contribute in some way. All jobs are considered to be husband/wife jobs no matter which family member implements the activity. That is up to the discretion of each family. For example, Board positions are husband/wife positions. Coordinator positions are both husband/wife positions. Any helpful contribution is acceptable and gratefully received. Because members should be responsible for their own contributions rather than the Board of Directors having to enforce that responsibility, membership applications now contain the following statement: "Please list your service contribution to CCHSA last year. If you are unable to list a contribution the matter will need to be brought before the CCHSA Board of Directors."
5. Membership signifies agreement and acceptance of established CCHSA standards with the understanding that members may choose to remove themselves from membership at any time upon written notification to the CCHSA Director of Communications or the CCHSA President.
6. Memberships shall be approved by the CCHSA Board of Directors and will be subject to revocation for conduct which, in the majority opinion of the Board, seriously violates operating rules or damages the image of this organization or home education in general.

In majority, CCHSA members home school their children, at least in part, because they desire to assure Godly influences upon the lives of their children. While the Bible instructs us not to be *of* this world, it reminds us that we live *in* it. It also admonishes us to teach the world about Jesus while reminding us that keeping poor company will drag us down and not to throw *pearls after swine*. This is a balancing act achieved only through God's grace. In a desire to be obedient to God's word, prepare our children with life skills to live in the world, and realizing that we cannot completely shield our children from the world, the following CCHSA policy has been hammered out by the CCHSA Board of Directors:

1. With a desire to afford the same grace to others which God affords us while at the same time maintaining a standard that is pleasing to God, CCHSA will, upon conditions, accept memberships from those families whose student(s) leave their prior form of education under controversial circumstances. Some, but not all, examples of such controversy include sexual activity outside of the blessings of marriage, violence, rebellion, expulsion, etc.
2. It is the responsibility of families joining under such circumstances to inform the CCHSA President of the existence of such circumstances. If there is a question regarding the existence of such circumstances, it is the responsibility of the family to inform the President of that possibility and (s) he will determine if such a situation exists.

3. If it is determined that such circumstances do exist, a committee will be formed to evaluate the situation and make recommendations to the Board of Directors regarding the acceptance of same family and limitations, if any, which may be placed upon them. **It is the goal of CCHSA that all home schoolers may avail themselves of the services of this support group.** It is also the desire that in a manner of loving kindness CCHSA be used by God to encourage and uplift families in such circumstances. All matters will be handled with the utmost discretion and confidentiality. Possibilities include but are not limited to probation, discipleship, Hope Chest, mentoring, and referral to additional organizations equipped to be of assistance.

SERVICE OPPORTUNITIES/JOB DESCRIPTIONS

Each year many members, especially new members, are uncertain regarding how they may contribute to CCHSA. They are unsure of what each existing job entails and they may not have been given a vision to create a job of their own. Following are descriptions of past and present CCHSA service opportunities. All members **MUST** contribute a service to maintain their membership. Lack of this service constitutes removal from CCHSA membership. Members are invited to propose to the Board of Directors any new area of service that they would be willing to coordinate. God gives us each different abilities and CCHSA encourages opportunities for the sharing of those gifts rather than expecting members to conform to preexisting opportunities. Activities/opportunities exist only as long as CCHSA has members willing to implement them. Therefore, these opportunities are subject to change.

AGRIBUSINESS COUNCIL COMMITTEE CONTACT- An individual who attends the agribusiness council meetings to keep Cabarrus Home schoolers informed of opportunities to participate in the agribusiness field.

APPLICATION PROCESSOR- This person would receive the applications throughout the year and send the appropriate information from the application to the various areas of service—database/directory person, newsletter editor, Outreach Director, Nametag Maker, etc.

ARTS AND CRAFTS CLASS COORDINATOR - The individual(s) designs and/or teaches each month's project, informs CCHSA members via the CCHSA Newsletter and CCHSA e-group of what the project will be and its cost, purchases materials, and then teaches/oversees the class at a location she has previously arranged.

The ARTS EXPERIENCE-CABARRUS COUNTY CONTACT – The person informs the CCHSHA group via e-mail and newsletter of Arts Experience activities/events.

ATHLETICS DIVISION

COACHES for the following sports:

Football; Basketball-boys, girls, JV, High School; Baseball-JV and High School; Soccer; Girl's Volleyball; Golf; Cross Country Track; Softball-girls, middle and High School and CHEERLEADER COACH

BOOK IT COORDINATOR - By June, this Coordinator estimates how many families will participate. She contacts BOOK IT and they send her coupons. She places announcements concerning the BOOK IT program in the CCHSA Newsletter and CCHSA e-group. She also contacts participating families and arranges to distribute the coupons to them at the beginning of the school year. Book It reading program is an opportunity for K-6 students to earn free pizzas by completing a teacher-assigned reading list.

BOWLING CONTACT - Bowling is held monthly and this person is responsible for contacting Foxfire Lanes in Kannapolis for yearly scheduling. This person puts an announcement into the CCHSA Newsletter at the beginning of the year to estimate participation. She also puts monthly reminders into the Newsletter and CCHSA e-group.

BMX BIKE RACING CONTACT – Informs group of BMX activities and place announcements in the CCHSA Newsletter and CCHSA e-group.

BOXTOP FOR EDUCATION CONTACT - Collects box tops for education and submits them twice a year to raise funds for the CCHSA.

CABARRUS COUNTY ARTS COUNCIL CONTACT –This person keeps the group informed of opportunities for students to participate in Arts Council activities and place announcements in the CCHSA Newsletter and CCHSA e-group.

CALENDAR MODERATOR – This person loads the calendar on the CCHSA e-group list and maintains the reminders for the calendar.

CHARLOTTE SYMPHONY CONTACT – This person contacts the Charlotte Symphony to publicize programs, finds out about discounts that are available for programs that are provided and place announcements in the CCHSA Newsletter and CCHSA e-group.

CHARLOTTE YOUTH ORCHESTRA CONTACT – This person contacts the Charlotte Youth Orchestra to publicize programs, finds out about discounts that are available for programs that are provided and place announcements in the CCHSA Newsletter and CCHSA e-group.

CHESS CLUB COORDINATOR - This Coordinator schedules equipment, days, times, and locations for the club to meet. She is responsible for arranging for refreshments through parental participation and placing announcements concerning the Chess Club into the CCHSA Newsletter and CCHSA e-group.

CHESS CLUB COORDINATOR ASSISTANT - Assists the Chess Club Coordinator as needed.

CHILDREN’S THEATER CONTACT – This person contacts the Children’s Theater to publicize programs through the CCHSA group’s newsletter and e-mail.

CHIVALRY CLASS - Jefferson Pike, a professional jouster and local home schooling father, speaks to students about various aspects of knighthood such as chivalry, jousting, and the making of a knight. Although all students (And parents!) are invited to both sessions, the earlier session will be geared towards younger children (12 and under) while the second session will be geared for ages 13 and above. Jefferson will be in full armor, and younger children are welcome to wear their knightly garb as well!

DIRECTORY COORDINATOR – This person oversees the changes needed on directory and maintains the directory database.

DIRECTORY ADVISOR – This person helps or assists the directory coordinator. This person needs to have an extensive knowledge of database programs.

DISCOVERY PLACE CONTACT – This person will be in contact with the Discovery Place and help coordinate classes for the homeschool group. This person is responsible for placing announcements concerning the Discovery Place Classes into the CCHSA Newsletter and CCHSA e-group.

DRAMA CLASS TEACHER-This person encourages and teach drama skills. This person is responsible for placing announcements concerning the Drama Classes into the CCHSA Newsletter and CCHSA e-group. She/he will coordinate location of classes and supervisor all related activities.

FAIR TICKET COORDINATOR – This person is responsible for informing the group of the county fair dates, coordinates purchase of tickets at a discount rate and arranges for distribution of the tickets.

FIELD TRIP COORDINATOR - Responsible for contacting members who have signed up to plan field trips as their contribution to CCHSA and organize these trips into a yearly schedule. The Coordinator does not need to attend each field trip or be directly involved in its planning. She contacts the families who have committed to plan a trip to make sure all of the details are taken care of and makes sure appropriate announcements are placed into the CCHSA Newsletter and email group. Families organizing field trips should get the written details to this Coordinator by the 15th of each month in a fashion usable by the Newsletter Editor. It is not the responsibility of the Field Trip Coordinator

to compose newsletter field trip announcements, only to review them. CCHSA should have 2 – 4 field trips available monthly.

FIELD TRIP COORDINATOR ASSISTANT - Assists the Field Trip Coordinator as needed.

FORMS EDITOR – This person will update forms twice a year. This person should have knowledge of word processor program and Adobe Acrobat program.

4-H CONTACT – Maintains contact between 4-H and the CCHSA to publicize events that are open to public participation in the CCHSA newsletter and email group. Provides information regarding the homeschool 4-H groups to interested persons.

4-H / SOIL AND WATER CONTACT - Keeps CCHSA informed regarding 4-H Soil and Water contests/programs for the purpose of encouraging participation as interested.

FOREIGN LANGUAGE CLASSES – The person(s) will teach any foreign language /sign language for the cost of materials only.

GAME NIGHT COORDINATOR and HELPERS – This coordinator would arrange meetings for fun nights of Games at various homes during the school year. This person would be responsible for placing announcements about Game Night in the CCHSA Newsletter and CCHSA e-group.

GAVEL CLUB SPONSOR – Coordinates and oversees the running of the Gavel Club in accordance with the guidelines of Toastmasters, International.

GAVEL CLUB SPONSOR ASSISTANT – Helps the coordinator with the running of the Gavel Club.

GRADUATION COMMITTEE COORDINATOR - Requires someone willing to lead the group of graduating seniors' parents in preparing for the CCHSA graduation ceremony. It is required that in order for a student to graduate with CCHSA, that student and parent(s) must participate with the Graduation Committee. Several meetings with parents and graduates are required to determine and implement the desires and wishes of graduates regarding their graduation. With the help of the graduates and their families, these desires are put into action. The Coordinator is responsible to see that these plans are carried out within CCHSA guidelines. The Coordinator then presides over the graduation ceremony and reception.

GRADUATION COORDINATOR ASSISTANT - This person assists the Graduation Coordinator.

GYM COORDINATOR - Responsible for organizing a P.E. program for CCHSA. This includes organizing a Gym Committee to assist with the program, obtaining a location and equipment, and organizing age-appropriate physical activities for children. The

Coordinator schedules days, times, and class location for all activities related to this program. The Coordinator is also responsible for placing announcements concerning the gym program into the CCHSA Newsletter and CCHSA e-group. At a minimum, if there is not enough participation to justify an entire yearly gym program, this Coordinator should develop a field day for one day during the school year. This involves obtaining facilities, equipment, and awards while communicating with CCHSA members through the Newsletter, etc.

GYM GROUP LEADER – This person leads one of the PE groups. Meets with the coordinator and oversees the games and activities.

GYM CHECK-IN PERSON-This person takes roll.

GYM ON-CALL HELPER-This person is ready to fill in as a parent-helper during the PE classes if there is a shortage of parental help on any given day. This person is still expected to sign up for their required day of helping as stated in the participation policy.

GYMNASTICS CONTACT (S)- This person informs the CCHSA group of available gymnastics classes specifically for homeschoolers via the Newsletter and email group.

HANDBOOK LEADER AND COMMITTEE – This person and committee revises the handbook and distributes the handbook and maintains the handbook on the www.cchsa.com website.

HOME DEPOT and LOWE’S CONTACT – This person will call both Home Depot and Lowe’s and obtain their schedule of Saturday Kids Activities. Then this person needs to submit the information to the CCHSA Newsletter and CCHSA e-group.

HOPE CHEST COORDINATOR - The Hope Chest is a ministry of helps available to all CCHSA members. The Coordinator is the contact between those in need and the CCHSA membership. She usually works with individual families and all matters are handled as anonymously as desired. If any member has a need or knows of a member in need (with their permission), contact the Hope Chest Coordinator.

ICE SKATING COORDINATOR – Prior to the beginning of each school year, this person schedules monthly ice-skating with the Ice Chalet at Eastland Mall, for the entire year. Information is sent to CHEA (Charlotte Home Educator’s Association) to be published in their quarterly issues. The same information is disseminated to the CCHSA Newsletter and CCHSA e-group monthly. A beginning of the year party is usually scheduled for September and an end of the year party is usually scheduled in May. A committee may be formed to help bake cupcakes, etc., for these yearly parties. This coordinator has the liberty to handle events as preferred so long as CHEA and CCHSA are informed for their newsletters. This is CCHSA’s commitment of service to remain a member in good standing with the CHEA organization.

ICE SKATING ASSISTANT COORDINATOR – Assists the coordinator as needed.

ICE SKATING COMMITTEE MEMBER – Helps the coordinator and the assistant coordinator as needed with the yearly parties.

INFO CHAIN COORDINATOR - The Info Chain Coordinator organizes and leads a chain of command using the names of volunteers provided to her by the Director of Communications. This chain includes captains, co-captains, and phone chain committee members. When an urgent message is in need of dissemination and cannot wait until the next Newsletter, the Info Chain Coordinator receives the information from either the Director of Communications or the CCHSA President. The Info Chain Coordinator forwards the information to the captains, who forward the information to the co-captains, who forward the information to other committee members. After the information has gone full circle, the captains notify the Info Chain Coordinator that the information has successfully been conveyed. As the Internet is often used to complete this circle of information, at home Internet access is a requirement for this position.

INFO CHAIN CAPTAIN - This person receives a communication from the Info Chain Coordinator via telephone or e-mail notifying her of an urgent message. The Info Chain Coordinator identifies the level of urgency and if the message to be forwarded must be done immediately or if it may wait a few days but not until the next Newsletter. The Info Chain Captain phones her co-captains and passes on the information. She awaits a reply from the co-captains that the information has been disseminated to everyone in their group. The Info Chain Captain then contacts the Info Chain Coordinator to inform her that the information has gone out. At home Internet access is required.

INFO CHAIN CO-CAPTAIN - Receives a phone call from the Info Chain Captain and disseminates information to Info Chain Committee Members underneath her area via either telephone or e-mail. She contacts the Info Chain Captain to notify her when all of her members have been contacted. At home Internet access is required.

INFO CHAIN COMMITTEE MEMBER - Receives a phone call from Info Chain Co-Captain to disseminate information. Does so and contacts the Info Chain Co-Captain to inform that the assignment is completed. At home Internet access is required.

INTERNATIONAL DAY CONTACT- Locate a church or other facility in which to hold the International Fair. They should have tables and a microphone for our use and place monthly announcements into the CCHSA Newsletter and the CCHSA e-group several months before event to gather participants. Let people know they can do whatever they want to display their country, including snacks and a presentation such as public speaking, music, dancing, etc.

JOB FAIR COMMITTEE - Locate a church or other facility in which to hold the Job Fair. Place monthly announcements into the CCHSA Newsletter and the CCHSA e-group several months before event to gather parents/participants that can answer questions about their profession.

KID’S VOTE COMMITTEE – This committee organizes the Kid’s Vote along with the local election board to encourage children to get involved in the voting process. This committee is responsible to submit information for the CCHSA Newsletter and CCHSA e-group.

LIBRARY APPRECIATION COORDINATOR and COMMITTEE – This committee shows appreciation to the personnel of our local libraries in Concord, Harrisburg and Kannapolis with notes of appreciation, artwork, cookies, etc. at least one week during the school year.

LITERATURE CLUBS – This leader organizes and leads literature clubs for the benefit of our homeschoolers.

MEDIA CONTACT PERSON- This person is in contact with various media personnel to advance the name and reputation of homeschoolers. All submissions must be processed through this person, who will then submit it to the proper media contact.

MENTORING COORDINATOR – The Mentoring Coordinator receives a list of members desiring to be mentors. This person should be a seasoned home schooler with several years of experience who is willing to field questions and coordinate contact between mentors and mentorees. At the end of each month, the Mentoring Coordinator is responsible for calling each mentor. They will find out the number of contacts made and any feedback that can be used to improve the Mentoring Program. A list of coordinated contacts is to be kept on file to share with the Adult Fellowship Director.

MENTOR - The mentoring program is designed to pair up seasoned home schoolers with new home schoolers. The purpose of the mentor is to offer support, advice, encouragement, and connection through fellowship. The mentor will also be asked to give regular accounts to the Mentoring Coordinator about the different contacts made with the mentorees.

MERCY MEALS MINISTRY – This committee will make meals for members’ families who have had a new baby, major illness, or death in their immediate family.

MOM’S NIGHT OUT COORDINATOR - Organizes monthly fellowships, usually held during the evenings, in the homes of different members. These meetings are intended for encouragement, teaching, support, and to allow opportunities for knitting together the hearts of home school mothers.

The hostess may choose the theme of her choice; whether a craft, games, teaching, study, etc. Refreshments are usually a part of these evenings through the traditional covered dish, attendees contributing finger foods, or through food provided by the hostess.

The Coordinator may request hostess volunteers through the CCHSA Newsletter or she may approach someone personally whom God has put on her heart. Before each meeting, the Coordinator arrives early to assist the hostess. During the meeting, the Coordinator

shares an encouraging devotional. Afterwards, the Coordinator assists the hostess with getting things back in order.

MNO may become Mom and Dad's Night Out if a hostess would like to open her home to fathers, also. This usually happens about three times each year and can be a big encouragement to fathers.

April has traditionally been the month when MNO becomes Used Curriculum Night. The timing of this event is due to the State Home School Conference and Book Fair that takes place in May of each year. In this case, a roomy location is secured for swapping and selling of no longer needed home school curriculum. An opportunity is given for several prearranged mothers to share with the group regarding curriculums they found exceptional and those that were not. Afterwards, there is a time of buying, selling, bartering, and refreshments. Those attending are usually requested to provide a finger food.

MOM'S NIGHT OUT COORDINATOR ASSISTANT - Assist the MNO Coordinator as needed including leading the devotional for meetings the Coordinator is unable to attend.

MOM'S NIGHT OUT HOSTESS – Person responsible for the particular month's meeting and location.

MOMTIME – Momtime is a time of food, fellowship, encouragement for homeschooling moms! Moms are very busy with laundry, cooking, cleaning, shopping, children's activities, church, and teaching! Get together with us for 2 hours once a month to "de-stress". Meet other moms just like you! Enjoy lunch together and be a part of good conversations! Momtime started 12 years ago by Lisa Whelchel. There is a website with more information www.lisawhelchel.com.

NAME TAG MAKER AND DISTRIBUTOR – This person makes and distributes names needed after the one-day sign up has occurred. The equipment is provided by the CCHSA.

NEWSLETTER EDITOR - This task is vital to the heart of CCHSA. Therefore, someone with a well-developed sense of responsibility must do this job.

Members of CCHSA transmit information to the Newsletter Editor by the **20th** of each month to be included in the Newsletter, which arrives around the **3rd** of the following month. The Editor must have the following:

1. A computer and access to the Internet. Also, in order to get CCHSA information onto our e-group, the Editor must have a program that will allow information to be written in html.
2. An eye for getting a point across using as few words as possible.
3. The ability to cut and paste articles so that they "fit".

4. The ability to get along with others and to have a slight amount of flexibility regarding deadlines.
5. The time to give complete attention to this task.
6. A plan of how and when to get the newsletter disseminated.

NC BALLET CONTACT – This person contacts NC Ballet and finds out about programs and discounts are available to our homeschool group. This person is responsible to place announcements in the CCHSA Newsletter and CCHSA e-group.

NURSING HOME COORDINATOR (S) - A Coordinator works with the Activities Director of local nursing homes to organize days, times, and programs. There are restrictions that apply to certain residents that the Coordinator will need to be aware of.

This has been a monthly program in the past; however, the Coordinator has the freedom to implement new ideas and scheduling. The Coordinator is responsible for placing announcements concerning the program in the CCHSA Newsletter and CCHSA e-group.

NURSING HOME COORDINATOR ASSISTANTS - This person should assist the Nursing Home Coordinator as needed including taking charge of and organizing meetings when the Coordinator is unable to do so.

NURSING HOME COMMITTEE - Participates with their children regularly at the particular nursing home chosen to serve at. Assists residents with crafts, games, etc. preplanned by the Nursing Home Coordinator.

ONE DAY SIGN UP COMMITTEE – Helps the CCHSA Board run Sign Up day by inputting data, providing refreshments to the board members and making the nametags. They also help with clean up after the event.

OPERA CAROLINA CONTACT – This person contacts Opera Carolina and finds out about the programs and discounts are available to our homeschool group. This person would be responsible to place announcements in the CCHSA Newsletter and CCHSA e-group.

OPERATION CHRISTMAS CHILD COORDINATOR - This person coordinates taking a group to work at Operation Christmas Child.

PARK DAY COORDINATOR – The person arranges a park day at a local park and informs the CCHSA group via the newsletter and e-group.

PROM COMMITTEE – This committee makes all arrangements for the yearly CCHSA Prom. This committee also places appropriate announcements in the CCHSA Newsletter and CCHSA e-group. This committee is under the direction of the Teen Group Coordinator.

PROSPECTIVE MEMBER CONTACT - The prospective member contact should have three years of home schooling experience because of the need to provide information and encouragement to the prospect, which comes from personal experience and participation in home schooling activities. Because all home school supports groups function differently, it is strongly suggested that the Prospective Member Contact have one year experience as a CCHSA member. At-home internet access is a must.

Questions posed by the prospects range from general information about the CCHSA and its activities to how to become a CCHSA member. Other questions may include, “How do I sign-up to become a home school? Where do I buy curriculum?” and “Where do I take my child for home school?”

Prospective member contacts should be familiar with many different areas within the CCHSA support group as well as the North Carolina Department of Non-Public Education, the CHEA, NCHE and the HSLDA. It is important that the contact read the CCHSA handbook thoroughly.

The average contact with the prospective member takes about five to fifteen minutes. The contact must be willing to be interrupted and be flexible with her days. She also needs to be willing to share from her own home schooling experiences.

The main goal of the Prospective Member Contact is to encourage and inform but not to “sell” home schooling to others. It is to give good information about home schooling so each family can make informed choices on this very important decision.

RICH BENEFACTOR – This person would finance every activity and equipment need that this very deserving group has. You will be richly blessed for your contribution to these wonderful children who are becoming this nation’s leaders of tomorrow.

SCIENCE FAIR COORDINATOR - The Science Fair Coordinator heads up the Science Fair Committee by making sure that all necessary tasks are carried out. There are many details which need to be addressed to complete the science fair such as the media, scrap book, refreshments, awards, obtaining judges, fundraising, obtaining locations for classes, the science fair itself, and more. It is important that the Science Fair Coordinator participate as a member on the Science Fair Committee at least one year prior to assuming this responsibility.

CCHSA offers information in “How to Participate in a Science Fair.” This person will communicate with the group via the newsletter and the e-group.

CCHSA participates with the science fair community up to the national level. As a result, the Science Fair Coordinator must possess skills in communication both written and verbal, as well as skills in diplomacy. She must be detail oriented. This is a committee that meets regularly throughout the school year until completion of the science fair.

SCIENCE FAIR COORDINATOR ASSISTANT - Assists the Science Fair Coordinator as needed.

SCIENCE FAIR COMMITTEE MEMBER - There are many jobs within the Science Fair Committee. Areas of service are broken down and these committee members work closely together to pull off the entire project. If you want to be a part of a group that is fun and active, this is the group for you. It is not necessary to be “scientific” to participate with this committee.

SCRAPBOOK PERSON – This person maintains the CCHSA Scrapbook that is to be updated at the end of each school year. CCHSA members supply items for the scrapbook, which will be solicited via the newsletter and the e-group.

SKATE DAY CONTACT -- This person contacts Frye’s Skating Rink during the summer months and plans the schedule for the entire year. Skate days take place once monthly on the selected day from 1-3 p.m. Exceptions to this may be holidays. An alternative day would be scheduled for a holiday conflict. This person should keep CCHSA members up-to-date via the CCHSA Newsletter and CCHSA e-group.

SPELLING BEE COORDINATOR – This person organizes the local spelling bee and makes contacts for the state and national spelling bee. This person is responsible for placing announcements concerning the program in the CCHSA Newsletter and CCHSA e-group.

SPIRIT SQUARE CONTACT – This person keeps the CCHSA group informed of the activities offered through Spirit Square via the newsletter and e-group.

SWIM DAY CONTACT - Swimming is held at the YMCAs in Kannapolis and Concord. This person is responsible for contacting the YMCAs and scheduling the yearly times, working around holidays. The YMCA staff collects swim fees and it is not required that the Contact person attend. She is responsible for placing monthly announcements into the CCHSA Newsletter and by the CCHSA e-group.

TEEN GROUP COORDINATOR - Responsible for scheduling activities involving CCHSA teens. This includes planning and conducting a minimum of two meetings monthly. One of those meetings should be ministry oriented and the other fellowship oriented. She will also have regular contact with the Board Member over Student Social Activities and will place announcements concerning teen activities into the CCHSA Newsletter and CCHSA e-group.

TEEN GROUP COORDINATOR ASSISTANT - This person assists the Teen Group Coordinator as needed as well as coordinating the “ministry” portion of the Teen Group.

TEEN GROUP COLLEGE LIAISON - This person is the contact between colleges and the CCHSA Teen Group. In particular, she keeps teens up-to-date regarding the Huskins Program and the Dual Enrollment Program. If possible, she could organize a

“Teen Night” and invite local colleges to discuss what they are looking for in incoming freshmen. This duty falls under the administration of the Teen Group Coordinator.

TESTING COORDINATOR - Duties:

1. Become approved as a testing administrator, promising to administrate tests properly.
2. Locate a testing site and work with contact there to coordinate room set-up.
3. Choose a date and time for testing. Place an announcement with reply form for tests and pre-tests into the Newsletter. These forms, along with payments, will be mailed to the Director of Finance.
4. Obtain forms for tests and pre-tests from Director of Finance. Using this information, construct a plan to organize students by grades for testing, deciding if there is a need to order and purchase more tests in any category.
5. Order more tests as needed.
6. Take pre-test masters to printer to have copies made as needed.
7. Mail or hand deliver pre-tests as convenient for the Testing Coordinator.
8. Using the information provided by the Director of Educational Activities, contact proctor volunteers and assign them to classrooms making sure that no parent is testing their own child. The quantity of proctors needed varies yearly.
9. Prepare testing schedule for proctors.
10. On the first day of testing, conduct introductions and ensure classroom organization.
11. After testing is complete, check all tests to make sure each student completed name information section properly.
12. Complete forms required for scoring.
13. Package tests and mail for scoring.
14. Upon arrival of test results, tear perforated pages apart and collate for each student.
15. Mail test results to families.

TESTING COORDINATOR ASSISTANT - This person assists the Testing Coordinator as needed as well as becoming the Testing Coordinator in training if the need for a new Coordinator should arise.

TESTING PROCTOR - Administers the standardized tests to students other than their own children. Works with the Testing Coordinator. This job can take from 3 to 5 days depending upon the testing schedule.

WEBSITE COORDINATOR – This person maintains and updates the CCHSA website periodically.

WELCOMING COMMITTEE - The Welcoming Committee is comprised of experienced homeschoolers (3 yrs. +) who will be available to work with new members to help them become knowledgeable about homeschooling in general and the CCHSA group in particular.

These members will provide answers to questions, give encouragement, provide direction regarding curriculum information/options/selection, available group activities, etc.

through an initial visit with the new member and then via phone calls, e-mails or more visits.

The committee member must be familiar with the workings of the CCHSA, the Handbook, the CCHSA website, the Board organization (who is responsible for what), the NCHE, the DNPE, the HSLDA, etc. (These websites are all links of the CCHSA website).

The committee member remembers what it is like to be new, to be lost and to not even know enough to ask the right question. She remembers that breaking into a new group can be hard and finding her place in that group can be a real challenge. She remembers those days when nothing went right, when she wanted to quit and when public school started looking like a viable option. The committee member will have a heart for those who want to succeed in home-educating their children and need support and encouragement to get a good start on that journey.

During the school year (especially at the beginning), there may be evenings scheduled for the new members to come to meet particular board members, welcoming committee members and other new members to help integrate them in to the group. You will be expected to attend these gatherings. You may be asked to help host or prepare refreshments for these meetings.

WELCOMING COMMITTEE CHAIRPERSON - As the chairperson of this committee, your responsibilities are 1. Contacting your committee members at the beginning of the school year to be sure they understand their jobs. 2. Giving them needed information to be able to contact you. 3. Checking in with your committee at least once during the school year (perhaps in January) to see how the job is going and at the end of the year to see how the job went overall, asking for improvements, suggestions, etc.

WELCOMING COMMITTEE EVENT PLANNERS/ASSISTANTS – If meetings are planned, you would need to arrange location and secure with deposit if necessary, delegate/secure refreshments and write a description of the event and place announcements into the CCHSA Newsletter and by the CCHSA e-group.

YAHOO GROUP HELPER – This person would be available to help any member sign into the CCHSA Yahoo Group and assist the moderator with adding members to the CCHSA Yahoo Group.

YEARBOOK COORDINATOR - The job of the adult Yearbook Coordinator is to work with the Student Yearbook Editor in organizing and supervising the yearbook staff. The advisors and staff are responsible for planning picture-day, scheduling picture times, collecting monies for yearbooks, lay-out of the entire yearbook (which is very time-consuming), soliciting advertisers, communicating with the yearbook publishers, and distributing printed yearbooks to CCHSA members who have purchased them.

YEARBOOK COORDINATOR ASSISTANT - The job of Yearbook Coordinator is one that takes a long time to learn. The Yearbook Coordinator Assistant helps wherever needed while training to become the Yearbook Coordinator.

YEARBOOK STAFF – Students and parents are invited to participate in the Yearbook Committee. High school students and in particular seniors will be given first priority.

SCHOLARSHIPS

Because it is our desire that CCHSA membership be available to everyone, scholarships are available to cover membership fees for those in need of assistance. Please contact the Hope Chest Coordinator listed in the CCHSA Directory. She will advertise the need for the funds using the utmost discretion. When the funds are received she will return those funds to those requesting the scholarship so they may be mailed to the Director of Communications along with the CCHSA application form. Using this method, not even the Director of Communications is aware which funds were received via scholarship and which were not. Scholarships are not available to returning members who have incurred a late fee.

LATE FEES

Membership applications considered late the day after the One Day Sign Up. Late fees are determined in advance of each year’s membership drive and reviewed yearly by the CCHSA Board of Directors. Late fees never apply to new members. Scholarships are not available to members who have incurred late fees.

MEMBERSHIP TERM

While CCHSA’s membership drive ends in April for the upcoming school year, each membership year shall be defined as a term from July 1st of one calendar year through June 30th of the next calendar year.

PARTICIPATION POLICY

Because one of the benefits of belonging to a support group is to have a wide variety of opportunities available to our members, it is necessary that all members contribute something toward that goal. With that goal in mind, it would be unfair for nonmembers to have the privilege of participating with available activities while contributing nothing to their availability. In addition, CCHSA has also had many experiences where limited activities were made unavailable to its own members because nonmembers had taken up spaces with their unauthorized participation. This is just not honorable.

With all that in mind, local homeschoolers who are not CCHSA members may not attend CCHSA activities, not even those activities that are not limited. If local homeschoolers desire the privilege of attending CCHSA activities they should honorably be willing to contribute to the support of this group through their contribution to such activities rather than just taking from its activities. Before you invite a local homeschooler to attend any CCHSA activity with you, please ask to make sure they are actually CCHSA members. Long-time homeschoolers who have been attending CCHSA activities are not always members.

On-the-other-hand, in an effort to bless our members; members may bring non-homeschoolers to activities that are not limited, such as Skate Day, so long as they are willing to assume the responsibility for the behavior of those non-homeschoolers. For example, your child's best friend and next-door neighbor may not home school. It is permissible to bring this child to i.e. Skate Day, so long as the CCHSA parent is willing to assume responsibility for this child's behavior. Remember, to the staff of wherever homeschoolers go, we are all looked at as homeschoolers and must do our part to honor home schooling.

GRADUATION EXERCISES

At least one adult family member must serve on the graduation committee the year during which their child will graduate if this student plans to graduate with CCHSA. This contribution is **NOT** considered that family's contribution to CCHSA but as a necessity for their student to participate in the graduation process. This is a necessity because it would be impossible for this ceremony to take place without the assistance of at least one adult from all involved graduates. If at least one parent does not participate, that student may not participate with the CCHSA graduation.

DIRECTORY

Each year a CCHSA Directory is assembled as a reference tool. Each CCHSA family is alphabetically listed. Each listing, grouped by family, contains the names of all family members, their address, phone number(s), and e-mail address. Also included are the children's birthdays, the curriculums being used, and this family's service responsibility to CCHSA.

It will be considered grounds for expulsion for members to provide to others or to use for themselves any information contained within the CCHSA Directory for the purposes of business mailing lists or mailings of any sort which are not, in the opinion of the CCHSA Board of Directors, glorifying to God and/or complimentary to this organization. This information is confidential and may not be sold or given to others. Members may freely advertise in the CCHSA Newsletter for both personal and business matters.

INFO CHAIN

Each year an information chain is established. Each CCHSA family is automatically included.

The Info Chain Coordinator heads the entire list. Any message needing to be relayed via the Info Chain must be started with the Info Chain Coordinator or, if (s) he is unavailable, the Director of Communications or, if (s) he is not available, the President. (See your Directory for these leaders.) The Coordinator will determine if the message meets Info Chain Guidelines. If guidelines are met, (s) he will have the information placed on the E-Group and make phone contact with Info Chain Captains.

INFO CHAIN GUIDELINES are as follows:

1. Among members with e-mail, verbal contact will be used for urgent messages only. All Info Chain messages will be transmitted verbally to members without e-mail access.
2. The Info Chain is to be used for messages that cannot wait until the next newsletter.
3. Messages may be left on answering machines.
4. Verbal Info Chain messages will be limited to nonschooling hours (usually after 3:00 p.m.) except in cases of emergencies that cannot wait.

E-GROUP

E-Group guidelines are identical to Info Chain guidelines with one exception. FYI messages may be sent via E-Group but will not be transmitted verbally. These messages pertain to home schooling but do not require a member's immediate attention. The e-group has not been established as a "chat" line and could not function properly as such.

CCHSA Yahoo Group— How to Access Files in the Yahoo Group

Everyone that is on the Yahoo group needs to sign up and get a **Yahoo ID** and **password**. By having a Yahoo ID and password they are able to access all the benefits of our group—such as the following:

- (1) **Files** section that has our newsletters and CHEA newsletters,
- (2) **Messages**--current and past
- (3) **Post Messages**--allows you to easily send your message to be posted,
- (4) **Photos** section,
- (5) **Members** list,
- (6) **Calendar**,

--ALL are available at any time day or night!

It is important to note that you can decide how you want to receive your emails from our group:

1. Individual emails
2. Digest format--Receive many emails combined in one message.
3. Whether to receive your emails converted to HTML--The HTML format allows you to see colors and graphics in your messages.
4. Change your email or add an email address for delivery.

Since Yahoo is a free service, it is paid for by advertisements. This means that when you sign up for yahoo account you need to go into **Marketing Preferences** in the **My Account** section and click **NO** to be contacted by email or mail so you don't receive JUNK mail (There are 14 places to check NO and two place to check "Do not contact me via postal address" and "Do not contact me via telephone"). By doing these things you can opt out of many extra emails, mail and phone calls.

We use our Yahoo group for many different type post:

From things for sale to new opportunities available to home schoolers, reminders of everything, field trip details and changes, etc.

You can access the newsletter by going into the yahoo group at <http://groups.yahoo.com/group/CCHSA/>. You should be able to reach this since you already have your Yahoo ID and password that you set up earlier. Then you should look on the left side of the page and you should see "Home, Messages, Post, Chat, Files, Photos, Links," ETC. Then you need to click the "Files" and it should come up to the section of where several of our past newsletters are. Then click on the Newsletter you are interested in seeing. Then you click on "Month YEAR Doorpost.pdf" at which time you should see the newsletter if you already have Adobe Acrobat Reader.

HOW TO GET ADOBE 'ACROBAT' READER

1. Go to <http://www.adobe.com>

2. Click on the "Get Adobe Reader" button.

3a. If you have XP as your operating system you can use this page to download. You need to decide if you want the "Adobe Yahoo! Toolbar" and if you want "Adobe Photoshop® Album Starter Edition". Both items are already checked, if you DO NOT want them then you need to "un check" the boxes. Then click on the red "download" button.

OR

3b. If you have a different operating system or platform (This means choose the computer operating system you are using like 'Windows 98' or 'Windows XP' If you don't know what operating system you have, click on 'Start' and then 'Help.' You should see 'Windows 98 Help' or something like 'Help and Support center for Windows XP' or something like that.) (Mac people will know what to pick) you need to click on the words "Choose a different version" and that will take you to a new page. Pick your operating system or your platform from the pull down menu and click the red "continue" button. You need to decide if you want the "Adobe Yahoo! Toolbar"-- if you DO NOT want it then you need to "un check" the box. Then click the red "download" button.

4. Another screen should pop up that is much smaller that says 'Do you want to run or save this file?'

5. Choose 'Save' You will then get a 'Save as' Box that comes up.

6. In the 'Save in ' box near the top choose 'Desktop' so you can find the file easy after downloading.

7. Then click 'Save.' The file will begin downloading and will take up to a half hour on a really slow Internet connection or only a few minutes on a fast connection. (Don't be alarmed if the download time initially says 5 or 10 hours. That will come down rapidly

after a minute or so).

8. After the setup file is on your desktop it may start installing itself. If it doesn't start by itself, just double click on it and the Adobe Acrobat Reader will begin installing.

9. You will be asked a series of questions. Just click yes or next or OK on all the screens. The last screen may say 'Finish.' Click that and you have now installed the Adobe Acrobat Reader.

10. Now click on the file of the Newsletter.

SUBMITTING NEWSLETTER COPY

Newsletter copy deadline is the 20th of each month. It is difficult to add articles after that date. Please locate the Newsletter Editor in the CCHSA Directory. Copy may be mailed via U.S. Postal Service or e-mail address. No copy information will be taken via telephone dictation. The following information must be provided with each submission:

1. Which issue or issues you want the article to be printed in.
2. Title or name of activity.
3. Day, date, and time of activity.
4. Cost, if any, of activity.
5. Location of activity.
6. Speaker/topic.
7. Appropriate age participation.
8. Participant quantity limitations if there are any.
9. Contact person's phone number.
10. A BRIEF summary of the activity.
11. Directions to the activity.

Newsletter space may be limited. PUT YOUR NAME, E-MAIL ADDRESS WHEN AVAILABLE, AND PHONE NUMBER ON EACH SUBMISSION. ALL NEWSLETTER SUBMISSIONS MUST BE IN WRITING.

ADVERTISING – CCHSA members may place ads at no charge. Non-members will be charged a fee. Cost is \$5 for a 30-word ad, calculated at five letters/spaces/punctuation marks per word. Additional words are ten cents per word. Photos, etc. will be calculated based upon the amount of space they consume as compared to the amount of space that would have been required had words been used.

FIELD TRIPS

Members are encouraged to plan field trips. Field trips should be coordinated with the Field Trip Coordinator. She is also planning field trips. See your Directory for the name of the Field Trip Coordinator.

These outings are scheduled throughout the year for various age groups. They will be listed in your newsletter in detail. As with classes in CCHSA, there is usually a limit to the size of each group. First come, first served, must be our policy on these field trips.

No sign-ups may be accepted until the trip is announced in the newsletter. PLEASE call if your plans change and you cannot attend. Your place could be filled by someone else.

We want to display the best possible image of home education to our community. Each family sets standards of its own, but we need to have some unified standards when we are together in large numbers in public places. In order to do so, please plan to adhere to the following guidelines.

1. Parents, pay attention to the speaker. This is courteous and sets a good example for the children to follow.
2. Parents, please be attentive to your child (ren)'s behavior. They should not be allowed to behave in a way that might present a bad image of home schoolers.
3. Should you see someone else's child being loud and boisterous, wandering away from the group, climbing, etc., gently persuade him/her to check with their parent right away. We need to help each other out in this regard because there are always times when our attention is diverted.
4. Plan to arrive fifteen minutes before any activity is scheduled to begin.
5. Express your gratitude and appreciation to the owner, speaker, or person in charge of leading us through their facilities. A personal note of thanks is a wonderful way to do this.
6. An expression of appreciation to the home school family who arranged the field trip would be appreciated.

STANDARDIZED TESTING POLICY

As a support group, we are committed to offering annual standardized testing to those pupils required to be registered by North Carolina statutes. You **must** be a member of our support group in order to test with our group. We regard this mandatory annual testing requirement a better alternative than scrutiny by State or local officials of daily lesson plans or curriculum reviews. The following information is provided for your consideration.

PLEASE NOTE THE FOLLOWING RESTRICTIONS:

1. Tests will be administered in a group setting.
2. Parent proctors will administer the test to students other than their own.
3. All copyrights and security of the test will be protected.
4. Test results will be released only to the parents of the student who was tested and in a form in keeping with accepted principles for test interpretation.
5. Nationally approved standardized tests will be used.
6. Tests for grades 1 – 12 will be offered.
7. If parents do not wish to participate in this group's testing, they may make their own arrangements. Some other testing options are as follows:

California Achievement Test Source:

Bayside School Services • 800-723-3057
Crosspointe Educational Services • (919) 577-1238
Southeast Educational Associates • (540) 496-7791
Thurber's Educational Assessments• (919) 967-5282

Iowa Test of Basic Skills Source:

BJU Press, Testing Service • (800) 845-5731
Piedmont Education Services • (336) 924-2494

Please refer to updated information at www.nche.com as this information changes yearly. For ACT testing information go to <http://www.act.org/> . For the PSAT and SAT testing information go to <http://www.collegeboard.com/splash> .

HIGH SCHOOL

RECORDS

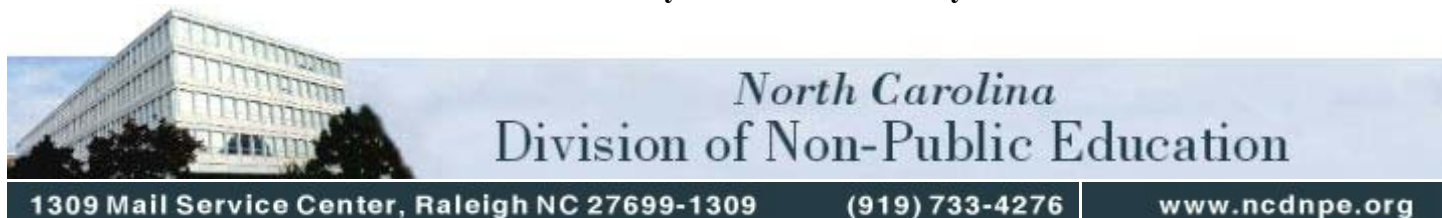
It is VERY important to keep accurate and detailed records, not only for college but in case you wish to place your child in public school. Some of the things public high schools are looking for are:

1. Names of textbooks used and their authors.
2. Period of time each subject was studied (i.e. 9th grade, 10th grade, etc.)
3. Physical records of grades received during daily, review, test, and exam work.
4. Yearly grades received such as would be placed on a “report card”
5. Documentation from outside teaching sources, ESPECIALLY in required subjects such as language courses, math courses,..even P.E.
6. Results of standardized achievement tests
7. Immunization records

It may seem that some of the above would be unnecessary for someone at the high school level but it has been clearly stated to me that the Cabarrus County Public School System will NOT issue a diploma unless all of their requirements are met. It is at the discretion of the principal/school superintendent’s office. They may also require your student to take examination on any subject(s) they deem appropriate prior to giving them credit in their system for classes you have already taught them.

With all of that in mind, following is a list, published and provided by the NC Department of **Public Education**, outlining required subjects for graduation from Public School in North Carolina. Cabarrus County may require even more courses.

The following was taken directly from the North Carolina Division of Non-Public Education website included here for your information only:



**HIGH SCHOOL GRADUATION (COLLEGE PREP DIPLOMA) --
MINIMUM REQUIREMENTS FOR NC PUBLIC SCHOOLS ****

Grade 9 - 12 Subjects --Units Required

English -- 4 units
(I, II, III & IV)

Foreign Language -- 2 units
(Both must be in same language)

Mathematics -- 4 units
(Algebra I, II, Geometry & one beyond Algebra II)

Science -- 3 units
(A physical science, Biology & Earth Science)

Social Studies -- 3 units
(Government & Economics, United States History, World Studies)

Health & Physical Education -- 1 unit

Electives -- 3 units

[Click here for more information](#)

*** These requirements are established by the NC State Board of Education; local public school boards of education usually require additional units for graduation.*

**BASIC SUBJECTS TRADITIONALLY TAUGHT IN
PRIVATE ELEMENTARY & JR. HIGH SCHOOLS**

Grades 1 – 6

Language Arts
Reading
Composition
Handwriting
English Grammar
Spelling
Math
Science
Social Studies
Gr. 1 – Families
Gr. 2 – Communities
Gr. 3 – Early America
History
Gr. 4 – The U.S. & North Carolina
Education
Gr. 5 – Western Hemisphere Nations
Gr. 6 – Eastern Hemisphere Nations
Health, Safety & Physical Education

Grades 7 - 8

Language Arts
English Grammar &
Spelling
Literature
Math
Science
Gr. 7 -- Life
Gr. 8 -- Earth-Space
Social Studies
Gr. 7 – World Studies
Gr. 8 – American & NC
Health, Safety & Physical

THE UNIVERSITY OF NORTH CAROLINA

Minimum Admissions Requirements at the 16 Institutions of the University of North Carolina

For the class of 2006 and beyond, the following courses are required for admission -- in addition to an institution's own specific requirements:

- In Language, six course units including: Four in English emphasizing grammar, composition and literature; plus, two units of a language other than English;
- In mathematics, four course units including algebra I, algebra II, geometry and one unit beyond algebra II; or algebra I, II and two units beyond algebra II; or integrated math I, II, III and one unit beyond integrated math III. It is recommended that prospective students take a mathematics course unit in the twelfth grade;
- In science, three course units including:

At least one unit in a life or biological science (for example -- biology);
At least one unit in a physical science (for example -- physical science, chemistry or physics);
At least one laboratory course;

- In social studies, two course units including one unit in U.S. history; but, an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

"Course units" as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student.

FOR SOME TRANSFER STUDENTS AND STUDENTS WHO GRADUATED FROM HIGH SCHOOL PRIOR TO 1990 SPECIAL CONSIDERATIONS HAVE BEEN MADE.

Individual constituent institutions may require other courses in addition to the minimum requirements.

High school students should take the ACT or SAT either in their junior year or in the fall of their senior year. Scores are forwarded directly to the admissions officer of the campus applied to by the agency which administers the test. Students unable to pay the fee for the test may request through their high school counselor a waiver.

In reviewing applications, admissions officers consider applicants' high school courses taken and grades received, class rank or grade point average, ACT or SAT scores, extracurricular activities and recommendations.

For transfer students, requirements for admission usually include a transcript from high school and each former college attended, eligibility to return to the institution last attended, "C" cumulative average grade on all work attempted at other colleges and an application fee.

HOME SCHOOL LEGAL DEFENSE ASSOCIATION

HSLDA is a nonprofit advocacy organization established to defend and advance the constitutional rights of parents to direct the education of their children and to protect family freedoms. Through annual memberships, HSLDA is tens of thousands of families united in service together, providing a strong voice when and where needed.

A membership discount is received for any families belonging to NCHE (North Carolinians for Home Education). To receive this discount members should

phone NCHE when completing their HSLDA application. NCHE will provide a special discount code for the HSLDA application.

HSLDA may be contacted at 1-540-338-5600 or FAX 1-540-338-2733 or www.hsllda.org for information or to obtain an application.



Appendix A

*Charlotte Home Educators Association
(CHEA)*

CHARLOTTE HOME EDUCATORS ASSOCIATION

2006-2007

ABOUT CHEA

CHEA is an association of Charlotte area support groups whose purpose is to promote better communication, support, fellowship, and unity among Charlotte homeschoolers. Each group has individual membership requirements and government. Each provides one member to serve on the CHEA Board. The Board meets semi-annually. Each support group is responsible for setting policies for each activity it provides for CHEA. CHEA membership automatically constitutes acceptance of CHEA Board policies.

Although some original member groups of CHEA are located to the north, CHEA's geographical range includes the southern portion of the Charlotte Metropolitan Area. This distinction allows our association to remain close-knit. Other associations are available to serve groups outside of this area. For help in locating groups and associations outside of CHEA, we recommend checking with the state organization NCHE at <www.nche.com>, or our contact for new member groups: <sandragrenga@carolina.rr.com>.

ACTIVITY ATTENDANCE

CHEA activities are provided for CHEA members. At the discretion of the sponsoring support group leader, the activity may be opened up to non-members. CHEA members are given first priority for attendance at any activity with limited attendance space.

HOW TO CONTACT CHEA MEMBERS

NEWSLETTER:

This publication is distributed quarterly to all CHEA groups, representing approximately 1300 families. A copy of the CHEA Newsletter Editorial Policy may be requested from <cheanewsletter@yahoo.com>. This document provides deadlines, and guidelines for submissions and advertising. Deadlines are strictly adhered to.

All submissions should be sent to <cheanewsletter@yahoo.com>. If a member of CHEA is submitting the information, **be sure to include your name and support group in the email.**

CHEA URGENT EMAIL CHAIN:

Time-sensitive information, which cannot be passed on through the monthly support group newsletters, may go through the URGENT Email Chain. Each group will determine the relevance of passing any message on to its members. *To start a CHEA Urgent Email Chain, contact the CHEA Director: Shari Kaiser<slkaiser@alltel.net>.*

NEW CHEA GROUPS:

Applications for new groups wanting to join CHEA must be received by January 1st or June 1st. To apply, *contact Sandra Grenga, 6942 Lakeland Drive, Charlotte, NC 28214 <SANDRAGRENGA@CAROLINA.RR.COM>*

CHEA BROCHURE DISTRIBUTION:

A brochure describing each CHEA group's philosophy is available at most public libraries in the Charlotte-Mecklenburg County system and surrounding areas.

To order more copies, contact cheainformation@yahoo.com

CHEA MINIMUM REQUIREMENTS

Each CHEA group is unique in personality and philosophy. We encourage each other's uniqueness, knowing that these differences offer many more opportunities for our homeschool families. There are also certain traits, which are common to successful support groups. As an association, we strive to ensure that all our member groups are strong, no matter their size and individuality. To help accomplish this goal, and maintain our credibility, CHEA requires each member group to adhere to a reasonable minimum standard.

- Group Activities (10 per year, may include: family outings, classes, Moms/Dads/Parents' Night Out, and/or field trips).
- Achievement Testing Services and/or Information.
- Group representative at all CHEA board meetings.
- Leadership of one or more CHEA activities or services.
- Phone Chain or E-Mail Communication.
- Newsletter (Electronic or Paper).
- Defined geographical area or theme.
- Majority of membership must live within defined geographical range of CHEA.
- Contact person must have phone number local to Charlotte.
- Minimum of 40 families
- Advisory Committee.

C.H.E.A. Member Support Groups

Group Name/ Location/Size	Description Contact Information	Newsletter Sponsored CHEA Activities
Cabarrus County Home School Association 205 families Cabarrus County and surrounding areas www.cchsa.com	Cabarrus County Home School Association Director: Judy Joiner 704.786.8975 <president@cchsa.com> New Member Contact: Amanda Cable, 704.933.6415 <hsinfo@cchsa.com> Phone Chain Contact: Judy Joiner 704.786.8975 <mjoiner@carolina.rr.com> Zip Codes: 28023, 28025, 28027, 28036, 28071, 28075, 28081, 28082, 28083, 28097, 28107, 28124, 28137, 28138, 28146	Newsletter Editor: Angela Poplin 704.938.7231 <poplina@yahoo.com> P.O. Box 744, Kannapolis, NC 28082 <i>Copy due by the 20th</i> CHEA Activities: CHEA Info Sheet/Brochure/Director List CHEA Change Notification
Central 60 families Metro Charlotte Area <www.centralhomeschoolgroup.com>	Central Director: Laura Baker 704.365.9065 <laurabaker@bellsouth.net> New Member Contact: Laura Baker 704.365.9065 <laurabaker@bellsouth.net> Phone Chain Contact: Laura Baker 704.365.9065 <laurabaker@bellsouth.net>	Newsletter Editor: Diane Odiorne <newsletter@centralhomeschoolgroup.com> 1123 Deep Hollow Court, Waxhaw, NC 28173 <i>Copy due by the 15th</i> CHEA Activities: CHEA Card Printing and Distribution
ENRICH 50 families University City Area/Cabarrus County <www.enrichnc.org>	Educational Network of Relaxed, Inclusive, Collaborative Homeschoolers Director: Doreen Browning 704.454.5780 <joyous-song@carolina.rr.com> New Member Contact: Shannon Reichard 704.788.2538 <ereichard@carolina.rr.com> Phone Chain Contact: Stephanie Street 704.796.6801 <sstreet@carolina.rr.com> Zip Codes: 28023, 28025, 28027, 28075, 28081, 28083, 28138, 28213, 28223, 28262, 28269	Newsletter Editor: Karen Dutton <kdutton@carolina.rr.com> Submissions accepted by email only. Deadline is 1 st of the month PRIOR to publication (i.e. June 1 for July 1 publication) CHEA Activities: CHEA Secretary
FAITH 75 families East Charlotte, Mint Hill	Fellowship And Instruction To Home Educators Director: Beth Bargeron 704.596.2186 <bargeronfamily@carolina.rr.com> CHEA Rep.: Lauren Lawrence 704.366.6023 <Lx3@bellsouth.net> New Member Contact: Tamie Bower 704.568.3577 <tripleblessed98@bellsouth.net> Phone/Email Chain Contact: Teresa Davis 704.545.7068 <tcDavis@carolina.rr.com> Zip Codes: 28107, 28205, 28212, 28215, 28227	Newsletter Editor: Jane Colson, <FAITHNEWS@vnet.net> <i>Copy due by 15th</i> , Paid Advertisements and paper submissions due by 10 th and send to: Assistant Editor, Linda Krewson, 704-847-0911 <studebakerfour@alltel.net> 806 Tadlock Place Matthews, NC, 28105 CHEA Activities: Weyandt's Gymnastics Girl Scouts Boy Scouts: Unit #94 Venturing Unit #416 Resource Guide CHEA Facilities Coordinator CHEA Driver's Education Contact

Group Name/ Location/Size	Description Contact Information	Newsletter Sponsored CHEA Activities
GRACE 70 families Central and Southwest Charlotte, Pineville	Group Resources and Christian Encouragement Director: Shari Kaiser 704.321.0610 <slkaiser@alltel.net> New Member Contact: Lisa Berryhill 704.541.1784 <lisa.berryhill@juno.com> Phone Chain Contact: Shari Kaiser 704.321.0610 <slkaiser@alltel.net> Zip Codes: 28134, 28202, 28203, 28204, 28205, 28207, 28209, 28210, 28211, 28212, 28217, 28273, 28278	Newsletter Editor: <gracehsgroup@yahoo.com> <i>Copy due by 20th</i> CHEA Activities: CHEA Director CHEA Treasurer CHEA Website Design IBOB (Battle of the Books)
HINTS 180 families South Charlotte, Matthews Hintsonline.org	Home Instructors Need Team Support Director: Debbie Mason 704.541.5145 <debbiemason@bellsouth.net> New Member Contact: Lisa Kelly: 704.841.9008 <bpkclan@carolina.rr.com> Judy Angel: 704.365.6194 <mjangell@juno.com> Ginger Monette: 704.844.6781 <ginger@quo.cc> Phone Chain Contact: Lisa Metzger 704.821.5695 <carolinametzgers@earthlink.net> Zip Codes: 28105, 28210, 28226, 28270, 28277	Newsletter Editor: Jill Franklin 704.8449.0315 <newsletter@hintsonline.org> 13501 Idlefield Lane, Matthews, NC 28105 <i>Copy due by the 20th</i> CHEA Activities: Teen Learning Center Geography Bee Math Counts Informational Tea (March or April) Ice Skating at Ice House Book Fair (July)
HOPE 45 families Monroe, Indian Trail, Wingate, Waxhaw, Marshville www.Hopemem bers.org	Homeschoolers Offering Practical Encouragement Director: Phyllis Walsh 704.289.6328 <phyllisw8@earthlink.net> New Member Contact: Janice White 704.221.3996 <LJW28@juno.com> Phone Chain Contact: Phyllis Walsh 704.289.6328 <phyllisw8@earthlink.net> Zip Codes: 28079, 28104, 28110, 28112, 28173, 28174	Newsletter Editor: No editor or newsletter, just forward via egroup CHEA Activities: Monthly Bowling at Skyway Lanes in Monroe 1 st Tuesday –Sept. - May CAT Coordinator for Union County
LIFE 25 families Matthews/Mint Hill area	Learning & Instruction through Family Education Director: Jane Willingham 704.708.4445 <chealife@earthlink.net> CHEA Rep.: Martha Snyder 704.573.2802 <msnyder@carolina.rr.com> New Member Contact: Chrissy Mitchell 704.321.3580 <mountainbrook2756@gmail.com> Phone Chain Contact: Laura Guido 704.849.2030 <LauraGuido@carolina.rr.com> Zip Codes: 28105, 28107, 28227, 28270	Newsletter Editor: Stephanie Baldree 704.545.7622 <thebaldrees@earthlink.net> <i>Copy due by the 20th</i> CHEA Activities: Distribution of NCHE/CHEA Brochures to area libraries

Group Name/ Location/Size	Description Contact Information	Newsletter Sponsored CHEA Activities
MASC 50 families South Charlotte & Matthews <http://masc. atspace.com>	Matthews Area Secular Co-op Co-Directors: Carol Mc Kee and Bobbye Newsome 704.243.1091 <carol-mckee@carolina.rr.com> 704.893.4572 <yenewsome@carolina.rr.com> New Member Contact: Kathy Tate <momofe2@yahoo.com> Phone Chain Contact: Carol McKee 704.243.1091 <carol-mckee@carolina.rr.com> Zip Codes: 28105, 28210, 28226, 28270, 28277	Newsletter Editor: Bobbye Newsome 704.893.4572 <yenewsome@carolina.rr.com> 15017 Middleborough Drive Matthews, NC 28104 CHEA Activities: Chess
NOAH 140 families Northwest	Nurturing Ours At Home Director: Sandra Grenga 704.393.1235 <sandragrenga@carolina.rr.com> New Member Contact: Kelly Steed 704.393.1757 <kel_steed@bellsouth.net> Phone Chain Contact: Debbie Torquato 704.895.8554 <dominic_torquato@yahoo.com> Zip Codes: 28206, 28208, 28214, 28216	Newsletter Editor: Denise Houston 704.992.1478 <garden1227@aol.com> 7330 Bud Henderson Road; Charlotte, NC 28078 <i>No deadline</i> CHEA Activities: Revolutionary War Gathering (March/April) CHEA Membership
PATH 40 families Indian Trail, Monroe, Matthews, Wesley Chapel http://home.carolina.rr.com/fix	Parents As Teachers @ Home Director: Patricia Fix 704.882.2913 <rpfix@carolina.rr.com> New Member Contact: Judy Wantz 704.882.4567 <fourwantz41@alltel.net> Phone Chain Contact: Judy Wantz 704.882.4567 <fourwantz41@alltel.net> Zip Codes: 28079, 28110, 28204	Newsletter Editor: Patricia Fix 704.882.2913 <rpfix@carolina.rr.com> 7603 Taft Place, Indian Trail, NC 28079 CHEA Activities: Skating
WWHEAT 100 families Waxhaw, Weddington, Wesley Chapel, Monroe <www.wwheat.org>	Waxhaw Weddington Home Educators Are Teaching Director: Susan Lindholm 704.529.2923 <president@wwheat.org > New Member Contact: Susan Lindholm 704.529.2923 <president@wwheat.org> Phone Chain Contact: Susan Lindholm 704.529.2923 <president@wwheat.org> Zip Codes: 28104, 28105, 28110, 28112, 28173, 28174	Newsletter Editor: Connie Cline <webmaster@wwheat.org> P.O. Box 917 Waxhaw, NC 28173 <i>No deadline</i> CHEA Activities: Kate's Roller Skating Special Needs Support Group
ZOE 40 families Teen Group serving all of Greater Charlotte <http://www.freewebs.com/zoe/teengroup/>	Director: Ruth Adams 704.292.1729 <ruth1959@juno.com> New Member Contact: Penny Clinkscales 704.567.5748 <thelinkscales@bellsouth.net> Phone Chain Contact: Kim Felker 704.573.3794 <light_house@allvantage.com> Zip Codes: serving all of greater Charlotte Statement of Purpose: To encourage Christian growth and maturity through service and educational opportunities for young men and young ladies grades seven and up, including their families.	Newsletter Editor: Penny Clinkscales 704.567.5748 <zoeteens@bellsouth.net> 6614 Olde Savannah Road, Charlotte, NC 28227 <i>Copy due by 3rd Tuesday</i> CHEA Activities: Graduation Ceremony

Please send any changes/additions to: cheainformation@yahoo.com



Appendix B

*North Carolinians for Home Education
(NCHÉ)*

North Carolinians For Home Education

Membership Application



Yes, I want to be a member of North Carolinians for Home Education for the next year. I am a resident of North Carolina, and I will uphold the ideals of NCHE and comply with the existing homeschool law (required for membership by NCHE's bylaws). I understand that I will receive the Greenhouse Report for a membership fee of \$20 for the year.

Yes, add \$1 for the NCHE Scholarship fund

Joined in response to NCHE postcard

Personal Information

Full Name:

Spouse:

Address:

City: State: Zip +4:

Phone: - - E-mail:

Payment via

Check (Check#) or M.O.

Membership fee: \$

Scholarship Fund: \$

Donation: \$

(ALL DONATIONS ARE TAX DEDUCTIBLE.)

Mail with payment to:

**North Carolinians for Home Education
4326 Bland Rd
Raleigh, NC 27609**

Total Amount: \$

Home Education in North Carolina

Complying with the State of North Carolina Homeschool Law

Legal Requirements for Operating A Homeschool in North Carolina

During the 1988 session of the North Carolina General Assembly, Article 39 of chapter 115C of the General Statutes was amended to allow home instruction, under certain conditions, as a means of complying with compulsory school attendance requirements. The following is a summary of that law.

Definitions

Homeschool—A non-public school in which one or more children of not more than two families or households receive academic instruction from parents or legal guardians, or a member of either household.

Duly authorized representative of the state—the Director, Division of Non-Public Education or his staff.

Requirements

- Notify the Department of Administration, Division of Non-Public Education of your intent to operate a school and include your school name, and name of chief administrator.
- Certify that the persons providing the academic instruction hold at least a high school diploma or its equivalent.
- Maintain attendance records on each student.
- Maintain immunization records on each student.
- Operate on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year.
- Administer a nationally standardized test, or other equivalent measurement, that measures achievement in the areas of English grammar, reading, spelling, and math to every student each year, and maintain the results on file for one year, subject to inspection by a duly authorized representative of the state.
- Notify the Department of Administration, Division of Non-Public Education, when closing your school.

Requirements Exclusive: No school meeting these requirements shall be subject to any other provision of law relating to education except requirements of law respecting immunization.

Notifying the State

If your child is seven, but not yet sixteen, or sixteen and over and planning to drive, you will need to file with the state a "Notice of Intent to Operate a School." Contact the Division of Non-Public Education (DNPE) and request a homeschool packet or download it from the DNPE website. You will also need to locate your high school or college diploma, or an equivalent. When the form is filed, DNPE will send a postcard to acknowledge its receipt. It is important to keep this card. You are now in compliance with the law.

**Department of Administration
Rod Helder, Director
NC Division of Non-Public Education
1309 Mail Service Center
Raleigh, NC 27699-1309
(919) 733-4276
Website <www.ncdnpe.org>**

Note: NCHE is not affiliated with the NC Division of Non-Public Education nor any other government agency or organization.

Testing

The state law requires each homeschool to administer a nationally standardized achievement test, or other nationally standardized equivalent measure to all students. The state does not dictate which test must be given or who is to administer it. If your students are younger than seven, or older than sixteen and not desiring to drive, they are not required to be listed on the "Notice of Intent" form and, therefore, are not required to be tested.

Many local support groups organize group testing for their members. If you are interested in group testing, contact your local support group leader. If you need help in finding the support group nearest you, contact the NCHE office. A good source of information for those who are organizing a group is the *NCHE Homeschool Leader's Handbook*.

Tests may also be ordered and administered individually. Below are sources of some of the commonly used tests. The first two are designed for group testing and are available for all grade levels.

California Achievement Test

- Bayside School Services (800)-723-3057
- Crosspointe Educational Services (919) 577-1238
- Southeast Educational Associates (276) 496-7771
- Thurber's Educational Assessments (919) 967-5282

Iowa Test of Basic Skills

- BJU Press, Testing Service (800) 845-5731
- Piedmont Education Services (336) 924-2494

Woodcock Johnson Psycho-educational Test (Designed for individual testing and administrable to all grade levels)

- Source: Educational Consultants, Private Schools and Learning Centers. Check the phone book or contact your local support group leader or NCHE.

About North Carolinians for Home Education

History

Although home education is the oldest form of education, it was not officially recognized in North Carolina until 1985. In May of that year, the Supreme Court ruled that home education was a legal way of meeting the compulsory attendance regulations under the existing private school law. Motivated by suggestions from that ruling, the North Carolina General Assembly undertook the task of deciding whether further regulations should be applied to home education and what those regulations should be. Through the efforts of North Carolinians for Home Education (NCHE), an attempt to heavily regulate home education was averted, and a substitute bill was passed that added a new section to the private school law. This section clearly designates home education as a method of complying with compulsory attendance regulations and contains minimal requirements. As a result of NCHE's hard work, the North Carolina law is now one of the nation's best.

What NCHE Is

In 1984, NCHE was organized to support and encourage home educators and to protect the right to freely home educate in North Carolina. From a small group of concerned parents, NCHE has grown into an increasingly stronger statewide service organization. NCHE is a representative organization governed by a board of seven officers elected by all NCHE members and twelve regional directors, elected by the NCHE members in each region. NCHE is operated on the basis of Biblical principles and living faith, welcoming members of all races, nationalities, and religions who subscribe to the NCHE ideals. (See back of brochure for a list of the ideals.)

NCHE's Primary Purposes Are:

- To protect the freedom to educate children at home
- To provide encouragement and support to families choosing home education for their children
- To promote home education as an excellent educational alternative

What NCHE Does

While promoting home education as a viable educational alternative, NCHE also provides support and assistance to new and existing homeschools and homeschool support groups. Some of the specific services provided by NCHE include:

NCHE Annual Conference and Book Fair

Each spring, NCHE sponsors one of the largest home education conferences in the Southeast. Attended by over 7,500 parents and teens, the conference provides a great opportunity for both the novice and experienced homeschooler to be encouraged. Workshops by both local and national home education leaders offer helpful information on every aspect of the homeschool process. The Book Fair, with over ninety vendors, serves as an opportunity for home educators of all experience levels to review a wide array of curricula and supplies.

The Greenhouse Report

This bimonthly newsletter, published by NCHE, provides helpful information and maintains open lines of communication with homeschools and homeschool support groups throughout the state.

Legislative Watch

Through the Raleigh office and with the help of volunteers, NCHE monitors both state and national legislation that may restrict the right to homeschool. Local support group phone chains, email updates, the *Greenhouse Report*, and other mailings are used to alert NCHE members to critical news.

Additional Services Provided by NCHE

- We provide free homeschooling brochures to all who request them, as well as make them available on our website at <www.nche.com>.
- We make available the *Homeschooling in Action* video.
- We provide an NCHE website with links to resources.
- We provide resources and support to support group leaders, including:
 - The annual Leadership Conference for all current and prospective support group leaders.
 - Support Group Library Fund (partially underwriting expenses for materials)
- We sponsor a Legislative Rally for all homeschoolers who want to come to Raleigh and meet their legislators.
- We sponsor Governor and Legislative Page Weeks for homeschool students.
- We sponsor college scholarships for homeschool students who qualify.
- We maintain an office in Raleigh with paid staff to provide a constant source of information and support for homeschoolers.

Benefits of NCHE Membership Include

- Annual subscription to the *Greenhouse Report*
- Discounts on admission to the annual conference and book fair
- Participation in the annual graduation ceremony (Contact NCHE for specific membership requirements.)
- A beautiful NCHE diploma and cover for qualified graduates

Membership

Membership in NCHE is available to all residents of North Carolina who pledge to uphold the ideals of NCHE and to comply with the North Carolina homeschool law. NCHE is supported financially by membership fees and the regular contributions of its members. Membership is \$20.00 per year.

Ideals of NCHE

- Educational excellence
- Parental authority and responsibility for education
- Diligence in moral and ethical instruction
- Responsible citizenship
- Freedom of choice among education alternatives
- Defense of constitutional rights

The cost of freedom is vigilance, involvement and commitment. Your membership in, and active involvement with NCHE will help to continue the development of services to assist homeschoolers in the state and to maintain education freedom.

NCHE MEMBERSHIP APPLICATION

YES, I want to be a member of North Carolinians for Home Education and help protect home education in North Carolina. I am a resident of North Carolina, will uphold the ideals of NCHE and comply with existing homeschool law. (This form may be used for new memberships or renewals.)

Name _____

Spouse _____

Address _____

City _____ County _____ State _____ Zip _____ +4 _____

Phone No. (____) _____ E-mail _____

School Name _____

Support Group Name _____

Support Group Leader _____

Annual Membership fee: \$20.00

Plus Scholarship Fund: \$1 (optional)

Plus Donation: \$_____ (tax deductible)

Total Sent: \$_____

- Mail To: **North Carolinians for Home Education** 4326 Bland Road, Raleigh, North Carolina 27609-6125

NCHE IS A PRIVATE, NON-PROFIT CORPORATION. ALL DONATIONS ARE TAX DEDUCTIBLE.

For more information on how to join NCHE, or attend NCHE's Annual Conference and Book Fair held each spring, call or write:

©North Carolinians for Home Education

4326 Bland Road
Raleigh, North Carolina 27609-6125
919-790-1100
919-790-1892 FAX
E-mail <nche@nche.com>
Web site <www.nche.com>

Other brochures available from NCHE:

- Getting Started, A Step-by-Step Guide to Establishing a Homeschool in North Carolina
- Homeschooling High School
- Homeschooling the Special Needs Child—A Resource Guide

Getting Started

A step-by-step guide to establishing a homeschool in North Carolina

Where Do I Begin?

Deciding and preparing to homeschool can be an overwhelming process. Although North Carolinians for Home Education (NCHE) cannot make this process simple, we will give you a good start and lead you to additional sources of information. NCHE recommends seven steps to get started:

1. Learn
2. Notify the State
3. Join a local support group
4. Join NCHE
5. Decide on curriculum and resources
6. Plan
7. Subscribe to magazines and newsletters

Step 1 • Learn

First you need to decide if home education is the right choice for you and your family. It is never too early to start this step. To learn about homeschooling, talk to experienced homeschoolers, attend classes, and read. NCHE's Annual Conference and Book Fair is a must for those wanting to learn more about homeschooling. If you cannot wait until the next conference, ask the NCHE office about ordering tapes from a past conference. Reading is always a good way to learn about homeschooling. As you read, your philosophy of education will develop. You need to invest some time in reading good books on the subject. Some suggested books are:

- *Better Late Than Early, The Successful Homeschool Family Handbook* (formerly titled *Home School Burnout*), Raymond and Dorothy Moore
- *For the Children's Sake*, Susan Schaeffer Macaulay
- *Home Schooling for Excellence*, David and Micki Colfax
- *Homeschooling the Early Years*, Linda Dobson
- *Homeschooling the Middle Years*, Shari Henry
- *Learning All the Time and Teach Your Own*, John Holt
- *The Three R's Series* and *You Can Teach Your Child Successfully*, Ruth Beechick
- *The Ultimate Guide to Homeschooling*, Debra Bell
- *The Whole Hearted Child*, Clay and Sally Clarkson

Step 2 • Notify the State

If your child is seven, but not yet sixteen, or sixteen and over and planning to drive, you will need to file with the state a "Notice of Intent to Operate a School." Contact the Division of Non-Public Education (DNPE) and request a homeschool packet or download it from the DNPE website. You will also need to locate your high school or college diploma, or an equivalent. When the form is filed, DNPE will send a postcard to acknowledge its receipt. It is important to keep this card. You are now in compliance with the law.

Department of Administration
Rod Helder, Director
NC Division of Non-Public Education
1309 Mail Service Center
Raleigh, NC 27699-1309
(919) 733-4276
Website <www.ncdnpe.org>

Note: NCHE is not affiliated with the NC Division of Non-Public Education nor any other government agency or organization.

Step 3 • Join a Local Support Group

Contact and join your local support group. A local support group is an invaluable asset for resources, encouragement and opportunities. If you need help locating a support group, contact NCHE (919) 790-1100.

Step 4 • Join North Carolinians for Home Education (NCHE)

Be a part of the state organization that is committed to supporting homeschoolers, promoting home education, and protecting the right to homeschool. We need your help to carry out this objective. Membership is \$20.00 per year. See the brochure, Home Education in North Carolina, for more information about joining NCHE.

Step 5 • Decide on Curriculum and Resources

You will need to decide on a philosophy of education before you decide what curriculum and resources to use. A wide variety of resources is available. The closer your choices fit your family's philosophy and style, the more successful you will be. Most families piece together their own curriculum by picking and choosing the best for their family from different publishers. It is usually best to start small and add later. To get a firsthand look at the a large variety of materials, attend NCHE's Annual Conference and Book Fair. Our conference features about 90 vendors of curriculum and educational materials. A brief description of the most commonly used curricula and resources is provided in this brochure. For a more detailed and comprehensive description we refer you to:

- *Christian Home Educators' Curriculum Manual* (Elementary or Jr./Sr. High), Cathy Duffy
- *The Big Book of Home Learning: Getting Started*, Mary Pride

Curriculum Approaches

Below are four common curriculum approaches. The four corresponding letters will be used as a descriptive tool in the Commonly Used Curricula section that follows.

- A. Traditional and Conventional Text Books: Uses graded textbooks for each subject; most commonly used approach in institutional schools.
- B. Early Academics: Stresses reading, writing, and arithmetic skills at an early age; uses workbooks, visual aids, and manipulatives.
- C. Workbooks or Programmed Learning: Workbooks are consumable books with questions or projects included and condensed instructions. Programmed is step-by-step sequence of small units of facts which provide immediate feedback.
- D. Unit Study: All subjects center around a common theme and different ages can be involved with the same theme. Units do not include a math or language program, therefore, these need to be added.

Commonly Used Curricula

A Beka (800) 874-BEKA, <www.abeka.com>

- Curriculum approaches A, B, C
- Christian, patriotic, and conservative
- Developed for classroom use.
- Must be adapted to home situation; if done as recommended it would be a whole day's school work; books may be good reference material

Accelerated Christian Educators (800) 925-7777, <www.schooloftomorrow.com>

- Curriculum approaches B, C
- Materials designed for students to work independently
- Students are placed at the appropriate starting point in each subject
- Biblical perspectives are incorporated throughout the material

Advanced Training Institute (630) 323-2842, <www.ati.iblp.org>

- Curriculum approach D
- Unique Bible-centered family program emphasizing life training and character development

- Requires attendance at three week-long seminars and adoption of certain spiritual convictions
- Requires commitment to regular reporting to the Institute
- Multi-age level use

Alpha Omega (800) 622-3070, < www.aop.com>

- Curriculum approaches B, C
- Bible-centered
- CD-ROM and correspondence versions available
- An interactive, teacher-presented math is an option in K-6
- Diagnostic tests for appropriate placement in each subject

Bob Jones (800) 845-5731, <www.bjup.com>

- Curriculum approaches A, B, C
- The description is the same as A Beka

Calvert (410) 785-3400, <www.calvertschool.org>

- Curriculum approaches A, B, C
- Early academics offered but more relaxed than *Bob Jones* and *A Beka*
- Uses a tutorial method and therefore takes less time than other traditional approaches, especially in the early years
- Mixing of grade levels not allowed; pre-packaged for each grade level; fully prepared daily lessons
- Secular, but has traditional moral values
- K through eighth grade

Christian Liberty Academy (847) 259-4444, <www.homeschools.org>

- Curriculum approaches A, B, C
- Christian, patriotic and conservative
- Texts chosen according to student's achievement level

Clonlara (734) 769-4515, <www.clonlara.org/edures>

- Curriculum approach up to the parent
- Provides record keeping and counseling
- Supportive of less structured homeschooling
- Provides recommendations of educational resources
- Offers some computerized high school courses

Konos (336) 887-2045, <www.konos.com>

- Curriculum approach D
- Based on character traits such as obedience
- Comes from a Christian perspective
- Provides activity suggestions, book lists, vocabulary words, pertinent historical character examples, and optional character timeline
- Multi-age level use
- Offers a new high school program covering world history, English and art, written to the student
- Emphasis is discovery learning

Sonlight Curriculum. (303) 730-6292, <www.sonlight.com>

- Literature based, emphasis on world history and cultures and international Christian missions
- Provides materials in all subjects and coordinates them for a school year
- Early academics offered but more relaxed than Bob Jones, A Beka, Alpha Omega, etc.
- Provided in grade levels but can be adapted for multiple children close in age

Note: For resources below, if a telephone number is not given for a specific title, consult the catalog list.

Other Sources for Math

- *Elementary Algebra and Geometry*, by Harold Jacobs
- *Discovering Geometry, Key to...Workbooks, Miquon*, Key Curriculum Press (800) 338-7638, <www.keypress.com>
- *Making Math Meaningful*, Cornerstone Curriculum Project (972) 235-5149,

<www.cornerstonecurriculum.com>

- *Mastering Mathematics* (828) 684-0429, <www.masterypublications.com>
- *Math-U-See* (877) 563-6077, <www.mathusee.com>
- *Moving With Math*, Math Teacher's Press (800) 852-2435, <www.movingwithmath.com>
- *Saxon Math Series* <www.saxonpub.com>
- *Singapore Math* <singaporemath.com>

Other Sources for Phonics and Reading

- *Alpha-Phonics*
- *Explode the Code*
- *Learning Language Arts Through Literature*
- *100 Easy Lessons*
- *Phonics Museum*
- *Reading Made Easy*
- *Sing, Spell, Read, and Write*

Other Sources for Language Arts

- *Daily Grams*
- *Design-a-Study's Comprehensive Composition*
- *Easy Grammar*
- *Grammar Songs, Audio Memory* (800) 365-SING
- *Learning Language Arts Through Literature*
- *Understanding Writing*
- *Wordsmith, Wordsmith Apprentice*
- *Writing Strands*

Other Sources for Science

- Apologia Science Series by Jay Wile: *Exploring Creation with General Science*, *Exploring Creation with Physical Science*
- *Beautiful Feet's Literature Approach to the History of Science*, by Rea Berg
- *Considering God's Creation* by Mortimer and Smith
- Creation Series by Felice Gerwitz and Jill Whitlock: *Creation Anatomy*, *Creation Astronomy*, *Creation Science*, *Creation Geology*
- Lyrical Life Science Series by Eldon

Miscellaneous

- Design-a-Study
- *How to Create Your Own Unit Study and the Unit Study Idea Book*, Valerie Bendt

Catalogs

Most homeschoolers acquire their resources by attending a book fair or by ordering from a catalog. The NCHE Annual Conference and Book Fair offers the opportunity to view and purchase many of the homeschooling resources that are available. It is one of the biggest book fairs east of the Mississippi. Most of the resources are also available through catalogs. Many of the catalogs have descriptions of the resources.

Elijah Company (888) 2-Elijah, <www.elijahco.com>

Greenleaf Press (800) 311-1508, <www.greenleafpress.com>

Home Training Tools (800) 860-6272, <www.hometrainingtools.com>, science equipment and materials

Lifetime Books (800) 377-0390, <www.lifetimebooksandgifts.com>

Timberdoodle Company (360) 426-0672, <www.timberdoodle.com>

Veritas Press <veritaspress.com>

Step 6 • Plan

Now that you have determined what resources you will be using, you will need to develop short and long-term goals and establish a tentative calendar and schedule.

Step 7 • Subscribe to Magazines and Newsletters

For continuing education and encouragement, you may want to subscribe to homeschool magazines or newsletters. Below are some suggestions.

- *Greenhouse Report*, NCHE's statewide newsletter (919) 790-1100, <www.nche.com>
- *Growing Without Schooling*, Holt Associates, <www.holtgws.com>
- *Homeschooling Today*, (281) 492-6050, <www.homeschooltoday.com>
- *Home Education Magazine*, (800) 236-3278, <www.home-ed-magazine.com>
- *The Moore Report International*, (360) 835-5500, <www.moorefoundation.com>
- *Practical Homeschooling*, (800) 346-6322, <www.home-school.com>
- *The Teaching Home*, (503) 253-9633, <www.teachinghome.com>

Note: North Carolinians for Home Education does not officially recommend nor endorse any materials or schools or agencies listed. This list cannot represent the entire spectrum of educational materials.

For more information on how to join NCHE, or attend NCHE's Annual Conference and Book Fair held each spring, call or write:

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4326 Bland Road
Raleigh, North Carolina 27609-6125
919-790-1100
919-790-1892 FAX
E-mail <nche@nche.com>
Web site <www.nche.com>

Other brochures available from NCHE:

- Homeschooling High School
- Home Education in North Carolina
- Homeschooling the Special Needs Child—A Resource Guide

Revised August 2004

Homeschooling The Special Needs Child

A RESOURCE GUIDE

Homeschooling a special needs child is both legal and possible in the state of North Carolina. If your child is at least 7, but not yet 16, or 16 and over and planning to drive, you will need to file with the state a "Notice of Intent to Operate a School." Contact the N.C. Division of Non-Public Education (DNPE) (919-733-4276) to request a homeschool packet, or download it from their web site.

Department of Administration
Division of Non-Public Education
1309 Mail Service Center
Raleigh, NC 27699-1309
(919) 733-4276
Website <www.ncdnpe.org>

There are no exemptions for special needs children. They must meet all the requirements, including testing. The law does not specify what level test the child must receive.

Join your local support group. To locate your closest support group, contact NCHE. Support groups provide activities, resources, encouragement and support.

NCHE recommends that you have a plan for short and long term goals. This will help you choose your curriculum and other resources.

Note: Children in school settings may be identified as having learning problems when what they really need is time to mature. For information on this subject read: *Better Late Than Early* and *School Can Wait* by Raymond and Dorothy Moore.

RESOURCES

GENERAL

How to Write an IEP (Individualized Education Program), John Arena

Growing up Learning, Walter Barbe

You Can Teach Your Child Successfully, Ruth Beechick

The Disabled and Their Parents, Leo Buscaglia

The IEP Primer, Beverly A. School, Arlene Cooper

Homeschooling Children with Special Needs, Sharon Hensley

Learning in Spite of Labels, Choosing and Using Curriculum for Your Special Needs Child, Luke's Life Long List, Luke's Academic List, Joyce Herzog

Developing Your Child for Success, Dr. Kenneth Lane

The Impossible Child, Doris Rapp

Strategies for Struggling Learners, Joe P. and Connie J. Sutton

The Way They Learn, Cynthia Ulrich Tobias

To a Different Drumbeat: A Practical Guide to Parenting Children with Special Needs, P. Clarke, H. Kofsky, and J. Lauruol

NICHEY (The National Information Center for Children and Youth with Disabilities)

(800) 695-0285, www.nichey.org

ATTENTION DEFICIT DISORDER

Maybe You Know My Kid: A Parent's Guide to Identifying, Understanding, and Helping Your Child with Attention Deficit/Hyperactivity Disorder, Mary Cahill Fowler
Attention Deficit Disorder, Glen Hunsucker
The Hyperactive Child, Dr. Grant Martin
A Guide for Parents of Children with ADHD, Larry Silver, MD, 1993
The Parent's Guide to Attention Deficit Disorder, Stephen B. McCarney, Ed. D., and Angela Marie Bauer, M. Ed.
You and Your ADD Child, Paul Warren
The Attention Deficit Child, Dr. Grant Martin
Solid Answers: Attention Deficit Disorder/Adult ADD, cassette published by Focus on the Family

AUTISM

Shepherd Boy
www.shepherdboy.org
Quarterly newsletter

Children with Autism: A Parent's Guide, Michael D. Powers
A Parent's Guide to Autism: Answers to the Most Common Questions, Charles A. Hart
Teach Me Language, Sabrina K. Freeman
Teaching Children with Autism, Robert L. Koegel, ed and Lynn Kern Koegel, ed

BLIND

Just Enough to Know Better, Eileen P. Curran
The Xavier Society for the Blind
(212) 473-7800, ask for catalog and information

CEREBRAL PALSID

Handling the Young Cerebral Palsied Child at Home, Nancie Finnie

DEAF

National Association of the Deaf Bookstore
(301) 587-6282 ask for catalog (This association uses signing.)

John Tracy Clinic
(800) 522-4582 - educational center, ask for information (This clinic uses oral training.)

Gallaudet University Bookstore
<www.gallaudet.edu>

DEVELOPMENTALLY DELAYED

When Slow is Fast Enough, Educating the Delayed Pre-School Child, Joan F. Goodman
Slow and Steady Get Me Ready, June R. Oberland

DOWN SYNDROME

Teaching the Infant with Down Syndrome, Marci Hansen
Teaching Reading to Children with Down Syndrome, Marci Hansen
New Perspectives on Down Syndrome, Siegfried Peuschel
Down Syndrome, A Resource Handbook, Carol Tingey

DYSLEXIA

The Gift of Dyslexia, Ronald D. Davis

The International Dyslexia Association
(410) 296-0232 National
(800) 284-1990 NC Branch

FRAGILE X SYNDROME

Children with Fragile X Syndrome, edited by Abigail & Gregory Barr

GIFTED

Guiding Your Gifted Child, Janice Baker and Maggie Hogan

LEARNING DISABILITIES

Help Me to Help My Child, A Sourcebook For Parents Of Learning Disabled Children, Jill Bloom
Living With a Learning Disability, Barbara Cordoni
How to Identify Your Child's Learning Problems and What to Do about Them, Duane Gagnon
Making the Words Stand Still, Donald E. Lyman
Helping Children Overcome Learning Difficulties, Jerome Rosner
The Misunderstood Child, Larry Silver, MD (1992 ed.)

SPEECH AND LANGUAGE THERAPY

Phonics for Reading and Spelling, Bonnie Dettmer
Straight Talk: A Parent's Guide for Correcting Childhood Mispronunciations, Marisa Lapish
Straight Talk 2: A Parent's Guide to Language Development, Marisa Lapish
The Joy of Signing, Lottie Reikoff

ORGANIZATIONS, SUPPLIERS, PUBLISHERS

When contacting these resources, please state your needs and ask for information and/or catalog.

A.D.D. Warehouse
(800) 233-9273, <www.addwarehouse.com>

Cambridge Development Lab, Inc.
Special Times Computer Software for Special Education (Quarterly Catalog)
Free subscriptions
(800) 637-0047, <www.edumatch.com>

CH.A.D.D. (Children and Adults with Attention Deficit Disorders)
(800) 233-4050, <www.chadd.org>
Attention!® Magazine, quarterly newsletter and resources

Educators Publishing Service Inc. (EPS)
(800) 435-7728, <www.epsbooks.com>

Focus on the Family
(719) 531-5181, information, (800) 232-6459, purchases,
<www.family.org>

Hewitt Homeschooling Resources Special Needs Program
(800) 348-1750 [catalog requests], <www.hewitthomeschooling.com>
(800) 890-4097

Home School Legal Defense Association
(504) 338-5600, <www.hslda.org>

Learning Services
(800) 877- 9378, <www.learningservicesinc.com>

Mastery Publications
(828) 684-0429, <www.masterypublications.com>

NATHHAN (National Challenged Homeschoolers Associated Network)
(208) 267-6246, <www.nathhan.com>
Newsletter, Family Directory, Lending Library

Pro-Ed
(800) 897-3202
<www.proedinc.com>

Joyce Herzog
(800) 745-8212, <www.joyceherzog.com>

Small Ventures/In His Step
(940) 566-6123 (Phonics materials for special needs)

The Exceptional Parent (Magazine)
(877) 372-7368, <www.eparent.com>

The Moore Foundation
Special Needs Full Service Program
(360) 835- 5500, <www.MooreFoundation.com>

Woodbine House
(800) 843-7323, <www.woodbinehouse.com>

NCHE does not officially recommend nor endorse any resources listed. This is just a small sample of an ever increasing list of available products and services for special needs children.

For more information on how to join NCHE, or attend NCHE's Annual Conference and Book Fair held each spring, call or write:

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4326 Bland Road
Raleigh, North Carolina 27609-6125
919-790-1100
919-790-1892 FAX
E-mail <nche@nche.com>
Web site <www.nche.com>

Other brochures available from NCHE:

- Getting Started, A Step-by-Step Guide to Establishing a Homeschool in North Carolina
- Home Education in North Carolina
- Homeschooling High School

Homeschooling High School

North Carolinians for Home Education

I. Introduction

Whether you are a new homeschooler or a veteran of many years, preparing to homeschool your high schooler can seem somewhat overwhelming. You are faced with new questions: Will you homeschool in a safer, more traditional way or be bold and chart a less traditional path? Will you prepare your student for college, or a vocational or entrepreneurial path? Will you teach what society expects or what is important to your family? How will you document the accomplishments of your students — with transcripts, portfolios, achievement tests, etc.? What outside resources will you need? These are just a few of the many new questions. As with homeschooling in the earlier years, in the teen years there is not ONE right way to homeschool. Families and children are all different, with different philosophies, beliefs, and goals; therefore, each homeschool will be unique. This brochure does not attempt to answer all your questions about homeschooling at the high school level, but offers aid in charting the course.

II. Support

For ongoing support we recommend that you join North Carolinians for Home Education (NCHE) and your local support group. NCHE is committed to supporting homeschoolers, promoting home education and protecting the right to homeschool. See *Home Education in North Carolina* for more information. NCHE can help you find a support group in your area.

III. The NC Law

The law requires that homeschools with children ages seven through fifteen be listed with the NC Division of Non-Public Education (DNPE). (Our brochure, *Home Education In North Carolina*, gives more information on the NC law.) When homeschooling a sixteen year old, parents do not need to notify the state, unless the student plans to obtain or maintain a driver's license. (See section XVI) However, this does not prevent the student from being legally homeschooled.

Concerning the source of instruction, the law states, "'Homeschool' means a nonpublic school in which one or more children of not more than two families or households receive academic instruction from parents or legal guardians, or a member of either household." There are two common ways this vague wording is interpreted. DNPE's interpretation is that all academic instruction in core subjects must come from parents, legal guardians, or a member of the household, and not from anyone outside the household. DNPE does not apply these restrictions to non-core subjects, such as piano or art. North Carolinians for Home Education (NCHE), after consulting with attorneys familiar with the homeschool law, supports a second interpretation: that some academic instruction, but not all, must come from parents, legal guardians, or a member of the household. This interpretation allows homeschool students to receive some supplemental academic instruction from tutors or courses attended outside the home.

IV. Books on How to Homeschool

A. *Christian Home Educator's Curriculum Manual, Junior/Senior High* by Cathy Duffy

This is one of the most complete books on homeschooling high school. Following are excerpts from the book:

"One of my goals has been to provide the necessary information for whatever approach people choose, while providing some ideas about why we might choose one alternative over another. ... In truth, many home educated teens have been educated in very unconventional ways. College entry has not been dependent upon traditional documentation and courses of study.

"Home education is, by its nature, at least a step or two away from the established trail, so if we have made that initial commitment to home educate a teenager, we have already shown a willingness to consider and choose alternatives. But we need to maintain that questioning attitude. We often get caught up in the traps of custom and habit when we

choose the methods and materials that we will use. We do not really know what we are getting into, so it usually seems best to rely upon course work laid out by someone who has more educational experience than us. That may not be a bad choice, but, at the same time, it may not be the better choice.

"How we approach education should be an individual decision based upon our philosophy or beliefs. If our philosophy is still in the formative stages, we might rely on the example or directions of others as to how to proceed with home education. But, as we develop our philosophy, we will also be developing our own specific ideas about how to best educate our children. In a group of even a small number of veteran home educators, the discussions are sure to get hot and heavy. Each of them has had time to think and work through her (or his) ideas about education. They are bound to have some different, even contradictory ideas.

"Since we are talking about teaching teenagers, it is important to remember that these young people are at an age when they, too, have ideas and opinions and want to understand why they are doing things. If we cannot provide a good rationale, we might find ourselves battling over the validity of daily assignments or else imposing arbitrary authority. Then the issue becomes one of control rather than what is appropriate for study. Enforcement, when not backed up by sound reasons, can lead to serious problems in our relationships with our teenagers.

"One of the primary concerns is college entry. Colleges usually require that high school students complete specific courses to qualify for entry. ...Many colleges are willing to individually evaluate potential students, so the need to plan a course of study to meet college entry requirements is debatable.

"We should each examine carefully our preconceptions and decide what we consider essential and what is open to discussion."

B. Additional Books

And What About College?, Homeschooling the Teen Years, Homeschoolers' College Admissions Handbook, Cafi Cohen
Mentoring Your Teen: Charting the Course to Successful Adulthood, Inge Cannon (864-609-5411)

Bear's Guide to Earning College Degrees Non-traditionally, John Bear

Big Book of Home Learning, Volume 3, Mary Pride

College and Admissions: A Guide for Homeschoolers, Judy Gelner

Homeschool Guide to the Online World, Mark and Wendy Dinsmore

Homeschooling the High Schooler, Diane McAlister and Candice Oneschak

Peterson's Guide to Distance Learning, Peterson

Senior High: A Home-Designed Form-U-La, Barbara Edtl Shelton

The Teenage Liberation Handbook, Grace Llewellyn

The Ultimate Guide to Homeschooling, Debra Bell

Note: Books may be ordered from catalogs in Section VI E. See the *Getting Started* brochure for books about homeschooling for all ages and general information about home education.

V. Planning

If possible, before the student enters high school, start planning when and how the student will cover his high school courses. Take into consideration the student's long range goals—college, vocational training, apprenticeship, etc. If the student is considering college, look at potential colleges early, as the college entrance requirements will probably influence your plan. Adjustments will be necessary as you go along, but it helps to start with a plan.

VI. Resources: Curriculum

A. Common High School Curriculum

Many of these companies offer several services, including a program in which the student may enroll, and the option of purchasing books without enrolling.

Key to Notations: (A) Accredited, (AT) Achievement tests, (B) Sell books individually, (C) Christian, (CO) Consulting available, (CS) Correspondence, (D) Diploma, (NA) Non-accredited, (P) Publisher, (R) Record keeping, (S) Secular, (T) Traditional approach to education, (U) Unit study, (V) Video school, (VA) Some videos.

A Beka (800-874-BEKA) C, NA, P, T. Options: B, CO, CS, D, R, V

Alpha Omega (800-622-3070) C, NA, P, T. Options: AT, B, CO, R. • Self-paced workbooks.

American School (800-531-9268) A, R, S, T. Options: CO, D

Advanced Training Institute (630-323-2842) C, NA, U. Options: CO, R. • Must apply for family enrollment. Bill Gothard's Basic and Advanced Seminars and additional training required. • College courses available.

Bob Jones University Press (800-845-5731) C, NA, P, T. Options: AT, B, CO, D, R. HomeSat, satellite courses.

Christian Liberty (847-259-4444) C, NA, P. Options: AT, B, CO, CS, D, R

Clonlara (734-769-4515) A, P, S. Non-traditional. Options: AT, B, CO, D, R

Cornerstone Curriculum (972-235-5149) C, NA, P, U. • Classical approach. Options: B, CO, VA

Covenant Home (800-578-2421) C, NA • Classical approach. Options: CO, D, R

Home Study International (800-782-4769) A, C, P, T. Options: AT, B, CO, D, R, VA

Konos History of the World (336-887-2045) C, NA, P, U. Options: B, CO

Seton Home Study School (540-636-9990) A, C, P, T. • Largest Catholic Publisher. Options: AT, B, CO, CS, D, R

School of Tomorrow (800-925-7777) C, NA, P. Options: B, CO, CS, D, R, VA

Sonlight Curriculum, Ltd. (303-730-6292) C, NA, U. Options: B

The Teaching Company (800-832-2412) NA, S, V

B. Colleges that offer high school and college level correspondence courses:

Indiana University (800-334-1011)

North Dakota Division of Independent Study (701-231-6000) no college courses available

University of Arizona (bilingual, Spanish-English) (800-772-7480)

University of Arkansas (800-638-1217)

University of California (510-642-4124)

University of Nebraska-Lincoln (402-472-4321)

University of Oklahoma (800-942-5702)

University of Wisconsin (800-442-6460)

C. Other sources for English (See Catalogs)

Writing Exposition, Writing Strands

Writing for 100 Days, and *Fairview's Guide to Composition and Essay Writing*, Gabriel Arquilevich

Learning Language Arts through Literature: the Gold Book

Wordsmith Craftsman, Janie Cheaney

Understanding Writing, Susan Bradrick

Writers Inc.

D. Other sources for math (See Catalogs)

Algebra I, *Algebra II*, *Advanced Math*, and *Calculus*, Saxon

Elementary Algebra and Geometry, by Harold Jacobs

Key to Algebra Workbooks, and *Discovering Geometry*, Key Curriculum Press (800-338-7638)

Algebra I, David Quine (972-235-5149)

D.C. Heath and Company texts, available from Chalk Dust Company (800-588-7564)

• *Essentials of Algebra I*

- *Essentials of Algebra II*
- *Geometry*
- *Trigonometry*
- *College Algebra*
- *SAT Math Review*

The University of Chicago Mathematics Project, Scott Foresman publisher (800-554-4411)

- *Algebra Program*
- *Geometry*
- *Advanced Algebra*
- *Functions, Statistics and Trigonometry Program*
- *Pre-calculus and Discrete Mathematics Program*
- *VideoText Interactive Algebra*, <www.videotext.com>
- *Algebra and Trigonometry*, by Paul Foerster

Note: Solutions manuals (which document how to acquire the answers) are available for Scott Foresman, Saxon, Paul Foerster and D.C. Heath and Company texts.

E. Catalogs. (Materials listed above may be ordered from these catalogs.)

Elijah Company (888-2-Elijah) <www.elijahco.com>

Greenleaf Press (800-311-1508) <www.greenleafpress.com>

Lifetime Books (800-377-0390)

Veritas Press (800-922-5082) <www.veritaspres.com>

F. NCHE's Annual Conference and Book Fair is an invaluable source of information and curricula. Held in the spring each year, this event brings together workshops by local and national homeschool leaders, nationally known keynote speakers and over 90 vendors from all over the nation with a wide array of curricula and supplies.

VII. Resources: Other Options

A. Community Colleges: All North Carolina community colleges offer courses free of charge under a concurrent enrollment program. These courses are intended to enable advanced high school students to take college level courses that are not available at their local school. To qualify, students must be at least 16 years old, attending high school (public, private or home) at least 3 periods or 1/2 day, and working toward graduation. Priority in registration is given to adult students.

B. Local Colleges: Many colleges and universities allow high school students to take college classes for a fee. Students enter under a dual or concurrent enrollment program. Check with the colleges in your area for availability, requirements and costs.

C. Private High Schools: Some private schools allow homeschoolers to enroll in specific courses. Homeschoolers may be allowed to participate in extra-curricular activities and sports, if they take a certain number of classes.

D. Organized Group Classes: Many homeschool parents organize group classes for homeschool students. Sometimes a homeschool parent does the teaching, and other times a specialist is hired. Sometimes parents form a co-op for classes once a week. Each parent takes a role, whether it is teaching or performing other types of service related to the classes.

E. Correspondence College Classes: Some colleges offer high school and college classes by mail. The Independent Study Catalog by Peterson's is a good source of information on correspondence courses. See Section VI B for a partial list.

F. Computer Programs: Interactive programs are available and continue to be developed that can fulfill or aid the teaching of high school subjects. Many homeschoolers have found computers especially helpful in teaching foreign languages and preparing for the SAT.

G. Public High School: Some (very few) public high schools allow homeschool students to enroll in classes. Unless the

local school board has a policy against this, the decision is up to the school principal. If a student is enrolled for at least half a day, the school receives the full student allotment from the state.

Note: See Section III (The NC Law)

VIII. How credits are determined.

In most traditional high schools one credit is earned for each year-long course (135-160 hours of classroom instruction). As homeschooling and traditional schooling are two different forms of education, homeschool work cannot always be measured in traditional ways. Each homeschool must determine what constitutes a credit in their school. One suggestion is to use a combination of hours the subject was studied and mastery of the subject. For example: If your student has mastered Algebra I, he gets a credit no matter how long it took. However, with a vast subject like World History, the number of hours studied may be the best criterion for determining credit. Keep in mind that homeschooling is more efficient than traditional schooling.

IX. Documentation

A transcript can be put together for a homeschooler in the same way that conventional schools develop transcripts for their students. It should include final course grades as well as final grade point average (A=4; B=3; C=2, etc.). The completed transcript should look professional and may be printed by a computer or printing company. It should include the official school name and the principal's signature. Those using a non-traditional schooling approach can translate equivalent learning experiences into courses and credits that a college can understand. Assign grades based on the competency level achieved in each course. Some homeschoolers choose to forego the transcript and submit a portfolio of representative work (essays, reading lists, etc.), as well as college board scores and recommendations. Talk to college admissions officers at prospective colleges about their requirements for admissions and what form of documentation that college accepts.

X. Graduation Requirements

North Carolina does not have graduation requirements for homeschoolers. Like other private schools, homeschools may set their own graduation requirements. Public high schools in NC require a student to have 20 credits to graduate. When your student has met your graduation requirements, you may issue a diploma to him. Some support groups organize graduation ceremonies, while some families prefer to plan their own service at their church or home. NCHE has a statewide graduation ceremony at the annual conference in May. Students qualifying for an NCHE diploma also qualify to take part in the NCHE graduation ceremony.

XI. Diplomas

Each homeschool in the state of North Carolina is a private school and has the privilege of conferring a high school diploma on students who have successfully met the graduation requirements set by the homeschool. Families may design their own diploma or purchase ready-made or custom-made diplomas. For qualifying member families, NCHE provides a beautiful diploma for the homeschool to present to the graduating student.

NCHE does not confer diplomas or set graduation requirements. However, NCHE offers a distinctive NCHE diploma to qualifying member families with graduating homeschool seniors. These beautiful diplomas are individualized with the name of the school, the student's name and the date of graduation. They are enclosed in a hunter green diploma cover, bearing the NCHE logo in gold foil. Each diploma has the NCHE gold seal and the signature of the NCHE president, along with a place for the school administrator to sign. NCHE does not set any academic requirements for this diploma—it is the homeschool that sets these requirements. However, NCHE does set membership requirements for the student's family to receive an NCHE diploma.

In order to receive an NCHE diploma, the recipient's family must meet these requirements. **1)** The family must be a current member of NCHE at the time the diploma is requested and received. **2)** The family must be a member in good standing for a minimum of three out of the last four years unless the student starts homeschooling during the high school years. **3)** If the student starts homeschooling during high school, then the requirement will be NCHE membership

for at least two out of the last three years. **4)** Homeschoolers who move into the state during the student's high school years need to be members from the time they begin homeschooling in North Carolina, **5)** Students must have homeschooled a minimum of two years of high school. **6)** Appeals to this policy may be made to the NCHE president for a final decision.

NCHE diplomas are printed and prepared for delivery only twice a year, in the spring and the fall. NCHE is not able to provide individual diplomas at other times. Member families who desire diplomas for students graduating in the spring must submit an NCHE Diploma Request Form to the NCHE office by March 1 of that same year. This form may be obtained by contacting the NCHE office, (919) 790-1100 or from the NCHE website, <www.nche.com>. If you desire a diploma in the fall, contact the NCHE office for details.

XII. Athletics: College Eligibility

If your student athlete plans to compete in a sport for a Division I or II college or university, you must begin NCAA record keeping requirements as early as you can. NCAA changed their rules for homeschool students during the spring of 2004. For complete information as to the eligibility process and rules go to the website <www.ncaa.org>. There are important guidelines you should know, including course requirements and SAT or ACT minimum scores.

XIII. Typical Course Work Desired by Colleges

Math: 3-4 credits - usually Algebra I and II and Geometry, at least. (Most colleges want a math taken in the senior year.)

English: 4 credits

History or Social Studies: 2-3 credits

Science: 2-3 credits (at least one or two must be a lab course)

Foreign Language: 2 credits of the same language. (Most colleges want a language taken in the senior year.)

PE: 1-2 credits

Fine Arts: 1 credit

Electives: such as typing, computer, home economics, and Bible. (Some Christian colleges require some credits in Bible.)

XIV. Tests

Achievement tests - Any student listed with DNPE as part of a school, is required to receive a yearly nationally standardized achievement test. By law, this test must measure achievement in the areas of English grammar, reading, spelling and mathematics. The most commonly used achievement tests are the California Achievement Test, the Iowa Test of Basic Skills, the Stanford Achievement Test, and the Metropolitan Achievement Test. (See our brochure "Home Education in North Carolina" for sources of tests).

Of the following, only the ACT has been approved by the NC Division of Non-Public Education to fulfill the state's yearly testing requirement.

G. E. D.—The Graduation Equivalency Diploma is a test taken in lieu of high school graduation. Since homeschoolers can issue a diploma they do not need to use these tests. Although some feel it brings closure to high school, it can carry a stigma of being a high school drop out and may hurt future chances of getting into college or the armed forces.

PSAT—The PSAT is usually taken by tenth or eleventh graders and is offered in October. Juniors must take the test to be eligible for National Merit Scholarships. Other scholarships may also be based on these scores. Unlike the SAT, the schools can control who takes the test, and it is given only once a year. To register, contact a local school (private schools are more likely to be cooperative) in late August or early September to ask if your student can take the test with them. For information on which schools give the test, call 609-771-7070. The cost is around \$20.00.

SAT I—The SAT I, a basic test of math, verbal skills and reasoning, is used to measure the students potential success in college. Colleges require either the SAT I or the ACT for admission. The test is offered seven times a year, and can be taken innumerable times. Colleges usually accept the highest score, but each score becomes a permanent part of the student's record. It is commonly taken in the spring of the junior year. To register for this test, pick up a registration form from your local high school, call 609-771-7600 or go to <www.collegeboard.com>. Registration forms are mailed

directly to the College Board. The cost is \$29.50. An SAT review course would be a good investment for the homeschool teen. Two of the available courses are: the book, *Cracking the SAT*, and the multimedia computer program, *The Princeton Review: Inside the SAT*.

SAT II—Formerly called College Board Achievement tests, these twenty-two tests cover specific subject areas. Colleges may require some of these for admission, especially from homeschoolers. These tests are given in conjunction with the SAT I. You can take up to three a day, but you may do better taking them one at a time. However, there is separate registration fee for each day you test, as well as a fee for the test itself. These are sometimes used, along with other assessments, to place out of entry level college classes. See SAT I for registration information.

ACT—The American College Testing Program is required by some colleges for admission. All of the constituent institutions of the University of North Carolina accept SAT I or ACT scores in support of an application for admission. The UNC System encourages homeschool students to submit both scores. This test has been approved by the NC Division of Non-Public Education to fulfill the state's yearly testing requirement. To register for this test, pick up a registration form from your local high school, call 319-337-1270, or go to <www.act.org>.

AP tests—The Advanced Placement test results are used by colleges to waive introductory college classes and award credit for those classes. They are offered in thirty different subject areas. The tests, which are given at high schools in the spring and cost about \$73.00 each, are usually given to students who have taken advanced placement courses; but the courses are not a requirement. Detailed AP course descriptions, teacher's guides and sample tests may be purchased. Contact your local high school counselor's office for information on registering for these tests or call 888-CALL-4-AP. (Private schools are more likely to be cooperative.) Check with your prospective college to see which tests are accepted.

CLEP—College Level Examination Program exams are designed to give students college credit by examination. There are twenty-nine subject tests and five general tests. While they may be taken by anyone, they are particularly helpful to people with experience in an area and no previous course work. Some colleges offer these tests to students who have good SAT scores to move them into upper level courses. These tests are given at colleges and cost about \$50.00. Check with your prospective college to find out which tests they accept and what their administration schedule is.

XV. Entering a Public High School

In the state of North Carolina it is up to the principal to place an incoming student. State law requires that the principal use nationally standardized test scores, if the scores are available and if they are adequate to determine grade level. If your student decides to go to a public high school after high school has begun, he will probably be admitted with no problems, but this is not guaranteed.

XVI. Driver's Education and Obtaining a DEC

When a student reaches the age of 14-1/2 (and not a day before) he is eligible to take Driver's Education free of charge. This class, provided by the state, includes 30 hours of classroom instruction and 6 hours of behind-the-wheel instruction. In NC, a student under the age of 18 must take this class to get a learner's permit and driver's license. Contact the school district's Driver's Education Coordinator to arrange for classes. If you cannot find the number in the telephone book, call the local school board. In some areas homeschoolers have organized their own classes. Some districts also offer a proficiency test which can substitute for the classroom instruction. The coordinator can give you information on whether this test is offered in your area, and what the age requirements are.

In accordance with a law passed by the 1998 NC General Assembly, all homeschoolers under age 18 who wish to obtain and maintain a NC driver's license or learner's permit must obtain a Driver's Eligibility Certificate (DEC) from DNPE. The DEC must be signed by the chief administrator of the homeschool. It takes about one week to obtain this certificate and it expires after thirty (30) days.

If your student wishes to drive, he must remain listed with DNPE after he turns 16. A homeschool enrolling only students who are age 16 or 17 may not request a DEC form until after the school's currently valid Notice of Intent to Operate has been on file with DNPE for six calendar months, unless the student has just moved to North Carolina. More information may be obtained from DNPE at (919-733-4276) or on their web site at <www.ncdnpe.org>.

XVII. Page Programs

NCHE helps to facilitate the opportunity for North Carolina homeschooled teens to participate in the Governor's and the North Carolina Senate's and House of Representatives' Page Programs by setting aside a week each year as homeschool week and providing help for those who wish to go on their own at another time. The Governor's Page program provides an opportunity for students (age 15-18) to find out first hand about the function/operation of state government. Various duties include, but are not limited to: delivering legislative bills, filing, answering telephones, attending press conferences and participation in a discussion with the Governor. The Pages also tour a number of state government buildings each day to help further their knowledge of the roles of state government. Young men are required to wear coats and ties, no jeans. Young ladies are required to wear a skirt and blouse, a dress or dress slacks and a blazer, no mini skirts. The North Carolina Senate and House of Representatives provides the opportunity for students to find out firsthand how laws are made by helping in individual representatives' offices. These pages must be between the ages of 15 (or in the ninth grade) and 18, must be in good academic standing in their schools and sponsored by a Representative or Senator. All pages serve for one week between the hours of 8:00 A.M.-5:00 P.M. and are paid \$150. This money goes to cover the cost of room and board while serving. There are homes prepared to host the pages. They generally provide the room and breakfast and supper. If you are interested in participating in this program, it is best to contact the NCHE Legislative Administrator to begin the process.

Note: North Carolinians for Home Education does not officially recommend nor endorse any materials or schools listed. This list cannot represent the entire spectrum of educational materials.

For more information on how to join NCHE, or attend NCHE's Annual Conference and Book Fair held each spring, call or write:

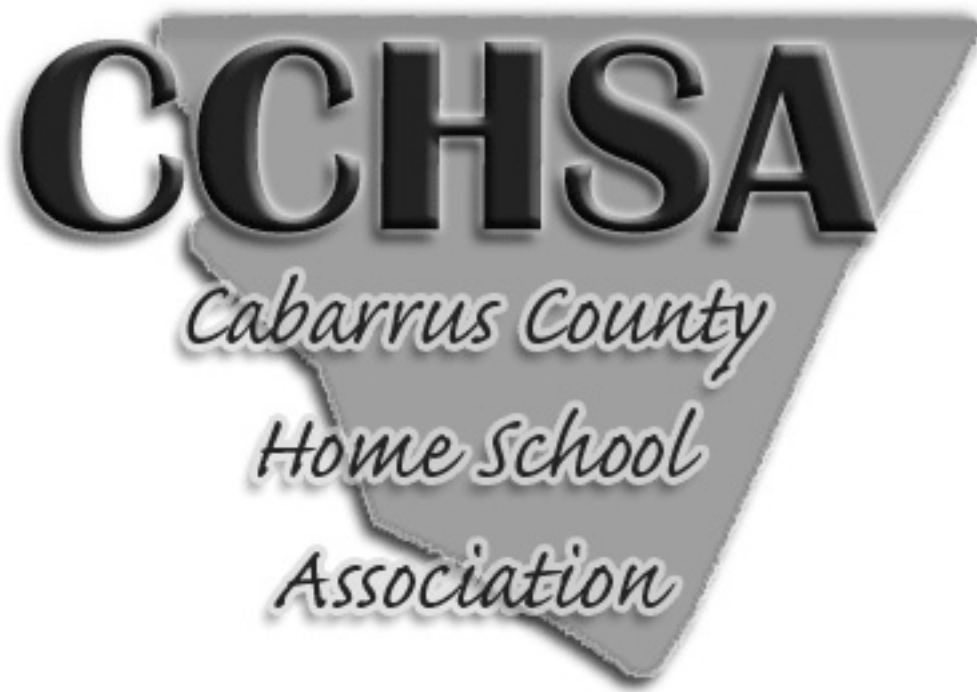
©North Carolinians for Home Education

4326 Bland Road
Raleigh, North Carolina 27609-6125
919-790-1100
919-790-1892 FAX
E-mail <nche@nche.com>
Web site <www.nche.com>

Other brochures available from NCHE:

- Getting Started, A Step-by-Step Guide to Establishing a Homeschool in North Carolina
- Home Education in North Carolina
- Homeschooling the Special Needs Child—A Resource Guide

Revised August, 2004



Appendix C

NC Driving Eligibility



North Carolina Division of Non-Public Education

1309 Mail Service Center, Raleigh NC 27699-1309

(919) 733-4276

www.ncdnpe.org

North Carolina Non-Public School STUDENT DRIVING ELIGIBILITY CERTIFICATE REQUIREMENTS

A Summary of North Carolina General Statutes and Rules & Requirements As Mandated By Session Law 1997-507 & 1999-243

DEFINITIONS

Conventional non-public schools are those operating only under either Part 1 or Part 2 of Article 39, Chapter 115C of the NC General Statutes. Home schools are those non-public schools operating under Part 3 of Article 39, Chapter 115C of the NC General Statutes. D.E.C. is the abbreviation used in this document for driving eligibility certificate. DMV is the abbreviation for the North Carolina Division of Motor Vehicles.

ISSUANCE OF D.E.C.'S BY NON-PUBLIC SCHOOLS

Before issuing a D.E.C., a conventional non-public school or a home school must already have on file with the NC Division of Non-Public Education a currently valid Notice of Intent to Operate and must be in compliance with all the laws and regulations applicable to conventional non-public schools or home schools which enroll students subject to compulsory attendance laws.

The chief administrator of a non-public school which is in compliance with all laws and regulations applicable to that type of non-public school may then request D.E.C. forms from the NC Division of Non-Public Education -- the exclusive supplier of D.E.C. forms to all non-public schools. These D.E.C. forms are then non-transferable between schools.

Non-public schools may NOT request D.E.C. forms from the NC Division of Non-Public Education until after the school's currently valid Notice of Intent to Operate has been on file with the NC Division of Non-Public Education for six calendar months, unless the student has moved to North Carolina within the last 30 days preceding the D.E.C. form order date.

STUDENT PROCEDURE FOR OBTAINING A D.E.C.

A non-public school student under age 18 currently and properly enrolled in that school and wishing to obtain a NC driver's license or a learner's permit must first obtain a D.E.C. issued from and signed by either the chief administrator (or his/her designee) of the conventional non-public school in which the student is enrolled, or from the chief administrator of the home school in which the student is enrolled. The student must obtain the signed D.E.C. form no more than 30 days before the date the student applies for a NC driver's license or learner's permit. See N.C.G.S. 20 -11(n) and 115C - 566.

STUDENT REQUIREMENTS FOR OBTAINING A D.E.C.

In order for a non-public school student under age 18 to be eligible to receive a D.E.C., the following requirements must be met:

1. The student must be enrolled in a non-public school which is currently meeting all the requirements of Part 1, 2 or 3 of Article 39, Chapter 115C of the NC General Statutes and must be making academic progress toward obtaining a high school diploma or its equivalent -- unless, the student cannot make progress toward obtaining it. That academic progress shall be determined by the chief administrator (or his/her designee) of the non-public school in which the student is enrolled;

2. The student must have NOT been expelled, suspended for **more than 10 days**, or assigned to an alternative education setting for **more than 10 days** for committing one of the following offenses after the student's 14th birthday or during or after 8th grade:

- a. Possession or sale of alcohol or a controlled substance on school property or at a school-sponsored or school-related activity;
- b. Bringing, possession or use of a weapon or firearm on school property; or,
- c. Assault on a teacher or other school personnel on school property or at a school sponsored or school-related activity.

North Carolina learner's permit/driver's license revocation for these three conduct offenses are mandated **for one year** and, if the student committed and was disciplined for the offense while the student was age 17, the revocation period may extend past age 18.

A student who has committed one of these offenses may be eligible for a D.E.C. only when the chief school administrator (or his/her designee) has determined that the student has exhausted all administrative appeals, is making academic progress toward high school graduation and meets one of the three following conditions:

- a. The conduct occurred before the student was age 15 and the student is now at least age 16;
- b. The conduct occurred after the student reached age 15 and it is at least one year after the student has exhausted all administrative appeals; or,

c. The student qualifies for at least a Level 2 North Carolina driver's license, needs the D.E.C. in order to drive to and from school, a drug or alcohol treatment counseling program, or a mental health treatment program, and **no other transportation is available**. In the case of treatment program attendance, the revocation would be suspended only long enough for completion of the treatment program. Once the treatment program has been completed, the chief administrator of the non-public school must then revoke until the full year revocation period has been satisfied.

A student whose permit/license was revoked or denied due to committing one of these offenses may be eligible for a D.E.C. only if, **after** 6 months from the date of ineligibility, the chief school administrator (or his/her designee) determines that the student is making academic progress toward high school graduation and that one of the following conditions has been met:

- a. The student has returned to school or been placed in an alternative educational setting, and has displayed exemplary behavior, as defined only as when a student has no further offenses as listed earlier which would result in the earlier described types of school disciplinary action;
- b. The disciplinary action was for the possession or sale of alcohol or a controlled substance and the student has successfully completed a drug or alcohol treatment counseling program as determined by the chief administrator (or his/her designee) of the school in which the student was enrolled at the time the offense occurred.

The chief administrator of the non-public school may grant a substantial hardship classification for the student and provide a D.E.C. despite the student's lack of academic progress or a misconduct offense such as listed earlier. Some examples of a substantial hardship could include:

1. If the parent/guardian is unable to drive due to illness or other impairment and the student is the only person of driving age in the household;
2. If the student requires transportation to and from a job that is necessary to the welfare of the family and is unable by any other means to do so.

STUDENT APPEALS PROCESS

For the purposes of N.C.G.S. 115C - 566, each conventional non-public school enrolling students who are at least age 15 but not yet age 18, shall establish a D.E.C. Appeals Committee to receive and act on appeals alleging that a D.E.C. was improperly denied by the school. The D.E.C. Appeals Committee shall:

1. Be appointed by and serve at the pleasure of the chief administrator of the conventional non-public school or his/her designee;
2. Consist of at least three members each being either:
 - a. A member of the school's governing board, administration or staff; or,
 - b. A parent/guardian with children currently enrolled in the school

For the purposes of N.C.G.S. 115C - 566, a D.E.C. Appeals Committee shall be established exclusively for students enrolled in home schools. The Home School D.E.C. Appeals Committee shall:

1. Be appointed by and serve on a voluntary basis at the pleasure of the Director of the NC Division of Non-Public Education or his/her designee;
2. Consist of at least three members each being the chief administrator of a home school currently operating under Part 3, Article 39, Chapter 115C of the NC General Statutes. One of the members shall be appointed chairperson of the committee by the Director of the NC Division of Non-Public Education or his/her designee. That chairperson shall then direct the decision-making work of this committee.

D.E.C. Appeals Committees shall:

1. Decide on appeals as to whether or not the student meets the student requirements listed in N.C.G.S. 115C - 566 and 20 - 11(n);
2. Consider each written appeal and announce its decision on it within 30 calendar days commencing when the chief administrator receives an appeals request from the student;
3. Conclude the matter. There shall be no other avenues of legal appeal for the non-public school student or the student's parents/guardians beyond the appropriate non-public school appeals committee. The decision of the appeals committee shall be legally binding and final.

Whenever a student has been denied a D.E.C. or it is determined by the school that the student after being issued a D.E.C. is no longer meeting the "*Student Requirements for Obtaining A D.E.C.*", the chief administrator of the non-public school shall first inform the student of the school's decision and of the availability of the appeals process. All student appeals shall be made in writing within five days of the school's decision and be directed to the chief administrator of the non-public school in which the student is currently enrolled. Whenever the D.E.C. Appeals Committee rules on the matter agreeing with the school's decision to revoke a D.E.C. (or if the student does not wish to appeal the school's decision to revoke), the chief administrator shall then notify the NC Division of Non-Public Education.

NOTIFICATION TO NC DMV

Non-public schools shall send written notification to the NC Division of Non-Public Education within five calendar days of when a student who is at least age 15 but not yet age 18:

1. After having been issued a D.E.C., is no longer making academic progress toward obtaining a high school diploma or its equivalent;

2. Has dropped out of school and **will NOT be enrolled in another school (public, conventional non-public, home school or community college)**;
3. Has been disciplined for misconduct listed under "*Student Requirements for Obtaining A D.E.C.*"

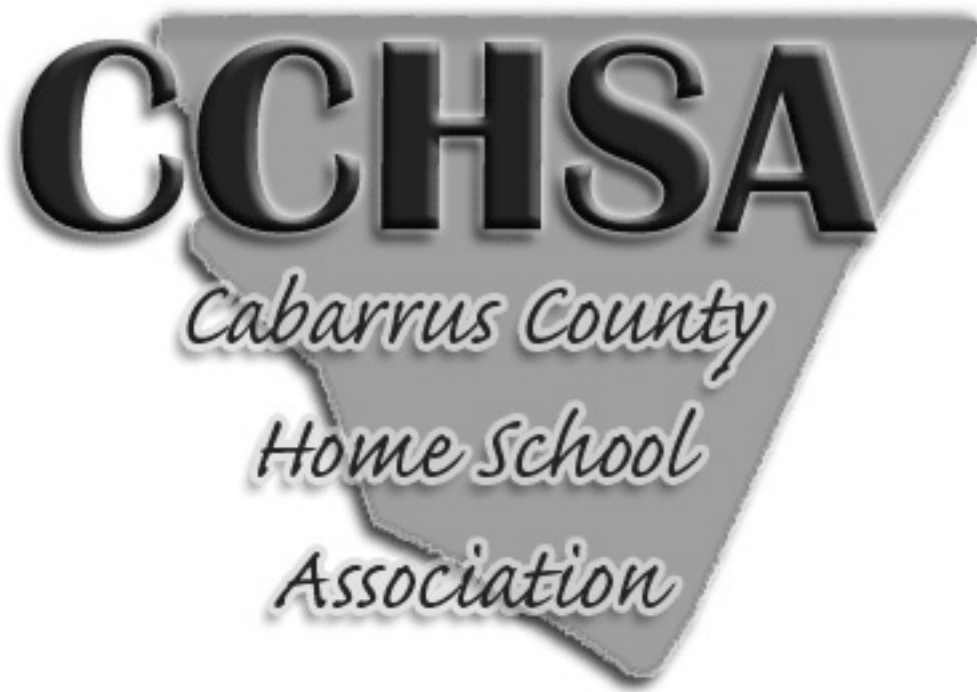
The written notification shall include:

1. The student's legal name (first, middle & last as on birth certificate);
2. The student's social security number;
3. The student's residence address (including street, city and zip code);
4. The student's date of birth;
5. The student's gender;
6. The student's race;
7. The student's NC learner's permit/driver's license number;
8. The name of the parent/guardian with whom the student is living;
9. A statement giving the reason for the revocation;
10. The date of the student's ineligibility or withdrawal from school;
11. The type of non-public school: Conventional or home?
12. The name of the non-public school;
13. The county in which the non-public school is located;
14. The name of the chief administrator of the non-public school.

Within five calendar days of the NC Division of Non-Public Education's receipt of this written notification from a non-public school, the Director of that office or his/her designee shall inform the NC Division of Motor Vehicles of the notification.

Revised 7/01

[Frequently Asked D.E.C. Questions](#)
[Frequently Asked Driver Education Questions](#)



Appendix D

Home School Attendance Records

HOME SCHOOL ATTENDANCE RECORD -- School Term _____ - _____

County _____ School Name _____

Name of Student _____

Last

First

Middle

Directions: **SAVE THIS FORM AS A MASTER;** make photocopies so that a separate form can be used for each student.

Keep completed form(s) on file at your school for later inspection.

Please check (√) dates below on which academic instruction and educational activities were conducted.



NC Division of Non-Public Education
 1309 Mail Service Center
 Raleigh, NC 27699-1309
 Telephone: (919) 733-4276
www.ncdnpe.org

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JULY																															
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FEBRUARY																															
MARCH																															
APRIL																															
MAY																															
JUNE																															

By my signature below, I affirm that the above entered information, to the best of my knowledge, is accurate and truthful.

Chief Administrator _____ Date _____