

Cornerstone Christian School PSP/Homeschool 2017-2018 Handbook

LEARNING today
LEADING tomorrow



It is our hope that we can build a partnership with you that is a blessing to your entire family. We recognize your desire and commitment to educate your children in accordance with the scriptural principles set forth in Ephesians 6:1-4; and we have a reciprocal desire and commitment to help you succeed.

REGISTRATION & TUITION

Every family enrolled in CCS PSP will be required to pay tuition. Payments can be made in full or paid monthly. Tuition runs from August to May and is due on the 1st of every month.

Registration into CCS PSP is \$75 per student.

Tuition fee is \$400.00 a school year or ten payments \$40 a month per family.

Tuition payments are due on the 10th of each month. Payments may be made through the school website or by cash, check or money order during regular business hours.

Failure to bring delinquent accounts current by the end of the month will be cause for withdrawal of the student(s) from the school until the account is brought current.

Tuition and registration are non-refundable.

LATE FEES

A fee of \$30 will be assessed for tuition payments received after the 11th of the month. A \$30 fee will be assessed for a check returned to CCS by the bank.

There will be a \$20.00 late fee per week, per child, for any paperwork that is not turned in on time. The reports must be turned in at the meeting they are due or before. All due dates are listed on the school website under "Homeschool/Forms".

BI-ANNUAL ACHIEVEMENT TESTING

Achievement testing is required every other year for all 3rd through 10th graders enrolled through CCS PSP. There is an additional cost for testing per student. Testing for younger students is optional.

Testing will take place over two days in the spring at the CCS campus.

PSAT, SAT, ACT and AP testing are completed annually and have additional fees.

MEETINGS

The PSP coordinator will be in contact with the PSP families on a regular (monthly, if not more) basis. As a member of the CCS PSP, you are welcome to email or call the coordinator with your questions or concerns. **YOU DO NOT HAVE TO WAIT UNTIL SHE CALLS YOU.** Please reach out for help if you are struggling in any way.

LEGAL PROTECTION

HSLDA (hsllda.org) Home School Legal Defense Association and NCLL (homeschool.ncll.org/membership) National Center for Life and Liberty's Homeschool Center are nonprofit advocacy organizations established to defend and advance the constitutional right of parents to direct the upbringing and education of their children and to protect family freedoms.

All families who are enrolled in CCS PSP are required to obtain membership in HSLDA either NCLL. Exceptions are those who have children below age 6 and/or who have reached 18. You must renew each year at your renewal date or you will be dropped from the program. Membership and annual renewal fees are paid directly to them. (For HSLDA use CCS Group # 299203) **Student's enrollment may be terminated if HSLDA membership expires and you fail to renew.**

ON-CAMPUS CLASSES

Middle school and high school students have the opportunity to take classes at the CCS campus. Homeschool students may take up to 3 classes on campus. The classes must be taken in consecutive order (IE: 1st, 2nd, 3rd period. 3rd, 4th 5th period).

Each on campus class is \$105 per month plus a one-time book rental fee. There is no refund on any "on campus class" fees.

If your student takes on campus classes, he/she must sign in and out in the office every day. For safety purposes, your student is dismissed to you through the office. He/she must wait in the office to be picked up. Please drop off and pick up your student within 10 minutes of the start and of his/her last on campus class.

RECORD KEEPING

Grades K-8th are graded quarterly. There are 45 days of school in a quarter. There are 4 quarters per academic year, totaling 180 days of school. You are allowed 5 sick days per year. There must be a minimum of 175 instructional days.

Grades 9th-12th are graded at the semester. There are 90 days of school in each semester. There are two semesters per academic year, totaling 180 days of school. You are allowed 5 sick days per year. There must be a minimum of 175 instructional days.

Due Dates: There will be a \$20.00 late fee per week, per child, for any paperwork that is not turned in on time. The reports must be turned in at the meeting they are due or before.

CCS provides all record keeping paperwork. Handwritten documents will not be accepted at the high school level. All paperwork for 9th-12th grade students must be typed. The following forms will be kept in your student's cumulative files.

K-8TH GRADE REQUIRED PAPERWORK:

HSLDA and NCLL recommends you keep samples of every subject for every month to show progress from the start of your school year through completion of the year. Be sure samples are dated. It is recommended that you keep 2 years prior records plus the year you are currently in.

Attendance is due the first Tuesday of every month.

All paperwork needs to be dropped off to the office on or before the due date. All due dates are listed on the school website under the "Homeschool/PSP", "Forms" tab.

CCS provides all record keeping paperwork. All paperwork for K-8th grade students must be completed in BLACK/BLUE INK or typed. All paperwork for 9th-12th grade students must be typed. All the following forms will be kept in your student's cumulative files;

Course of Study:

A course of study will be completed for every student. This form must list name of student, grade, age, grade level, name of book, the author, and publisher of each subject you are teaching. If you are not using published curriculum for a subject, then list "parent planned" and give a detailed, complete explanation of the course. This is due at the September meeting.

Attendance Record (one per student)

State of California requires us to keep a record of each student's attendance. CCS Attendance Record form will be provided for you. One record must be completed for each student enrolled with CCS PSP. One quarter equals 45 scheduled instructional days. Field trip days are count as school days. Attendance Record is due by the last Monday in June.

Proof of Progress:

At the end of the quarter, assess your student's progress in meeting goals & objectives and evaluate the progress. Include all work covered and completed for that quarter, for example chapters, page numbers, projects etc.

Report Card:

A current report card must be kept on file for each student enrolled in CCS PSP. This form you must have the students' name, current school year & the age of your student. Record grades earned during the quarter or semester. List any additional comments in the comment section. This document must be signed and dated.

IEP (Individualized Education Plan):

Please contact the school office for further information and documentation. CCS offers IEP services for those students who require academic assistance/assessment.

9TH-12TH GRADE REQUIREMENTS AND PAPERWORK:

HSLDA and NCLL recommend you keep samples of every subject for every month to show progress from the start of your school year through completion of the year. Please be sure these samples are dated. It is recommended that you keep 2 years prior records plus the year you are currently in. It is highly recommended you retain all 4 years of high school paperwork.

CCS requires 250 credits for graduation. All parents of high school students must meet yearly with the College and Career Counselor to review and update their child's 4-year plan.

CCS graduation requirements:

3 years of History/Social Science (World History, U.S. History & U.S. Government/Economics)

4 years of English

3-4 years of Mathematics (Recommended 3 years, must include Algebra 1, Geometry and Algebra 2.)

3-4 years including 3 years of Lab Science

2 years of foreign language (must be 2 years of same foreign language i.e. Spanish 1 and Spanish 2)

2 years of Visual & Performing Arts

3 years of College Prep electives

3 years of Bible

2 years of PE

Course of Study

A course of study will be completed for every student enrolled. On this form you must list name of student, age, grade level, name of book, publisher and ISBN number for each subject you are teaching. If you are not using a published curriculum for a subject, list “parent planned” and give a detailed, complete explanation of the course.

Attendance Record (one per student)

State of California requires us to keep a record of each student’s attendance. CCS Attendance Record form will be provided for you. One record must be completed for each student enrolled with CCS PSP. One quarter equals 45 scheduled instructional days. Field trip days are count as school days. Final Attendance Record is due by the last Monday in June.

Course Hour Documentation Sheet

This document records hours for the courses that are parent-planned and do not follow the sequence of a textbook for example, PE, typing, music, life skills, etc. It is your responsibility as the teacher to record how much time has been spent on a parent-planned subject. A semester course has a minimum requirement of 75 hours to be considered completed and will receive 5 credits. A year long course has a minimum requirement of 150 hours and will receive 10 credits. Course Hour Document is due each semester.

Community Service Hours

CCS PSP requires a minimum of 80 hours of community service prior to graduation. Community Services hours must be submitted to the College and Career Counselor by the last day of school in the year in which the hours were performed.

Course Descriptions

A course description for each student enrolled is required. This form must have the following information: the name of the book, author, year published, the publisher of the book, edition and ISBN number, course title, how many credits each class is worth, the course length (semester or year long), the start and end dates and the grading scale. Please provide as much detail as possible, fully describing the type of course your student will be taking. (Some textbooks provide a Scope and Sequence section. This information can be obtained there.)

Grade Verification Sheet:

Your high school student's grade will be determined based on mastery of the course, assessing the over all grades received on quizzes, tests, final essay or research paper, participation. You will assign percentages and components your grading will be based on for example tests, quizzes, daily homework, papers, participation and projects, etc.

If your student is taking an outside class through Biola, Grace Homeschool, a Junior College, or anywhere else, you must turn in a copy of their verification form to document work completed and verify grade. That school will be provided a self-addressed stamped envelope for final grades to be mailed directly to CCS and placed in your student's CUM file. Whatever grade received by the outside entity will stand as the students as the grade.

Report Cards

A current report card must be kept on file for each student enrolled in CCS PSP. This form you must have the students' name, current school year & the age of your student. Record grades earned during the semester. Your student's GPA will be determined, credits received per semester, days present, and comments. This document must be signed and dated.

DETERMINING GRADE POINT AVERAGE

Each grade is appointed a point value:

100%-90% A 4 points

89%-80% B 3 points

79%-70% C 2 points

69%-60% F 0 points

Classes taken at the college level of title numbers of 100 or greater i.e. English 101 will receive honors credit if the student receives a C or better. Honors courses must be determined by an outside entity for example by publisher or program student is enrolled in. A's and B's will be given honors GPA credit. A-5pts, B-4pts, C-3 pts.

The grade issued for P.E. is not to be included when factoring GPA.

Add up the points related to each grade received including any F's then divide by the total number of grades. (If your student had 6 courses, 6 grades should be issued.)

Example:

Two A's = 8 points

+ One B's = 3 points

+ Two C's = 4 points

+One F= 0 points

15 points.

Divide 15 by 6 = 2.50. A Grade Point Average includes the hundredths place. In this example: 2.50

DETERMINING CREDITS

Credit will be given for each semester's course. A year long course is broken into two 18 week semesters each semester is awarded 5 credits, totaling 10 credits for the whole year. Semester long courses are awarded 5 credits. Credits are added up for all courses for a grand total. CCS PSP requires 260 credits for graduation.

COURSE REQUIREMENTS:

A minimum of 80% of a curriculum must be covered to be considered finished by the end of the 36-week academic year.

For a semester long course, a minimum of 80% of a curriculum must be covered to be considered finished by the end of the 18 week academic semester year.

COURSE CRITERIA

High School students at CCS must adhere to the following guidelines pertaining to curriculum.

- History and Science must present a Christian World View. .
- Bible will be taught as a subject, awarded a grade per the Course Description.
- The College and Career Counselor must first approve correspondence course, online classes, classes attended at a junior college level or unit studies.

COLLEGE AND CAREER COUNSELOR

The College and Career Counselor is available to meet with you regarding maximum numbers of credits that can be earned per academic year and during the summer.

Dates for all SAT, ACT and CHSPE can be obtained through the C&C office.

TRANSCRIPTS

Your high school transcript is the official record of all courses taken, credits earned and grades awarded. To order a copy of your high school transcript, please submit a Transcript Request Form (available in the CCS School Office) to the C&C Counselor or CCS Office Manager. Please allow 2 weeks for your transcript to be mailed. Transcripts will not be mailed until all fees are paid in full and all books are returned. The first 2 transcripts are free, additional copies will be \$5.00.

WITHDRAWAL POLICY AND PROCEDURE

A student that is transferring from Cornerstone Christian School to another school should inform the office at least one week prior to withdrawal, if possible. This will assist in the expedition of the transfer to the next school. A CCS withdrawal form must be completed for each student to officially complete the withdrawal process. In order for student records to be sent to a new school, all fees must be paid.

WORK PERMITS

Students under 18 must have a work permit in order to hold a job. Work permit application and permits are available in the high school counseling office.