

# **Cornerstone Christian School**

**2024 – 2025**

**PSP Handbook**



### **General Expectations:**

- Compliance with all PSP Policies
- Adherence to guidelines in CCS PSP Handbook
- Commitment to checking email weekly for PSP communications

### **REGISTRATION & TUITION:**

Every family enrolled in CCS PSP will be required to pay registration & tuition:

#### ***Annual non-refundable Registration Fees ~***

#### ***Registration per student (Paid upon submission of registration packet)***

\$185.00 new and returning students

\$185.00 plus 1 month's tuition after August 1, 2024

#### ***Tuition per family***

One Payment ~ \$700.00 Due 7/31/2024

Two Payments~ \$370.00 Due August 1 & November 1, 2024

Ten Monthly Payments~ \$ 85.00 Due the 1st of the month from Aug, 24-May, 25

### ***Last day to register is August 30, 2024***

***Payments are due by the 10<sup>th</sup> of the month. On the 11<sup>th</sup> of the month a \$35.00 late fee will be applied to your account.***

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

***Tuition and registration are non-refundable.***

### **LATE FEES:**

A fee of \$35 will be assessed for tuition payments received after the 10th of the month. A \$35 fee will be assessed for a check returned to CCS by the bank.

There will be a \$25.00 late fee per week, per child, for any paperwork that is not turned in on time. The reports must be turned into the office on the day they are due or before. All due dates are listed on the school website under "Homeschool/Forms". ***All paperwork must be turned into the office within 30 days of the due date.***

### **ATHLETICS:**

PSP student athletes are required to maintain at least a 2.0 GPA while playing, curriculum must be pre-approved, and have a minimum of four graded subjects per semester of eligibility. 6-8th grade students participating in CCS sports must also comply with the high school GPA. All required submissions must be received on time in order to maintain eligibility.

### **BI-ANNUAL ACHIEVEMENT TESTING:**

Achievement testing is offered every other year for all 3<sup>rd</sup> through 10<sup>th</sup> graders enrolled through CCS PSP. Testing cost will be determined by the school each year, it is based on the cost of the test. Testing will take place over two-four days in the spring on the CCS campus.

PSAT testing is completed annually and has an additional fee.

### **MEETINGS:**

The PSP coordinator will be in contact with the PSP families on a regular 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 is a nonprofit advocacy organization 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. Exceptions are those who have children below age 6 and/or who have reached 18. You must renew each year at your renewal date and turn in a copy of your current card or you could 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.***

### **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.

### **ON-CAMPUS CLASSES:**

High school (9<sup>th</sup>-12<sup>th</sup>) students are able to take classes on the CCS campus. They may take up to 3 classes on campus. The classes must be taken in consecutive order (IE: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> period or 3<sup>rd</sup>, 4<sup>th</sup> 5<sup>th</sup> period).

Each on campus class is \$95.00 per month plus a one-time matriculation and technology fee. There are additional fees for cheer/dance, art/photography, and science lab. There is no refund for any "on campus class" fees. ***All contracts are for one school year and tuition payment is due whether your child is in class or not.***

When your 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-8<sup>th</sup> is 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 9<sup>th</sup>- 12<sup>th</sup> 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.

CCS provides all record keeping paperwork. ***Handwritten documents will not be accepted at the high school level.***

**Due Dates:** There will be a \$25.00 late fee per form, per week, and per child, for any paperwork that is not turned in by the due date. The reports must be turned in to school office prior to or on due date. ***Emailed paperwork will not be accepted. Please contact the PSP Coordinator if you are going to be late with paperwork, if you do not you will be charged a late fee. All paperwork must be turned in within 30 days of due date or your student will not receive credit.*** Check websites for due dates.

### **Description of Courses:**

#### **K-5<sup>th</sup> Grade:**

**Bible, English, Mathematics, and P.E.** are core classes which should be taught all year, every year.

**History/Social Studies** and **Science** should be taught ½ of the school year, every year.

**Visual or Performing Arts** is required ¼ of the year (optional for Kindergarten but recommended).

**Health** may be incorporated in Science or P.E. This subject is required ¼ of the year (optional for Kindergarten but recommended).

**Foreign Language** and **Computer Basics** are optional.

#### **Junior High (6<sup>th</sup>-8<sup>th</sup> grade):**

**Bible, English, Mathematics, History, Science, and P.E.** are core classes which should be taught all year, every year.

**Visual or Performing Arts** is required to be taught at least ¼ of the year. Visual Arts maybe incorporated into Science, History, or Language Arts.

**Health** is required to be taught in 7<sup>th</sup> and 8<sup>th</sup> grade for at least ¼ of the year. May be incorporated into Science or P.E.

**Foreign Language** and **Computer Basics** are optional.

The following forms will be kept in your student's cumulative files.

### **K-8<sup>TH</sup> GRADE REQUIRED PAPERWORK:**

HSLDA 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 every quarter for K-8<sup>th</sup> grade.*** Check website for dates.

All paperwork needs to be dropped off in the office on or before the due date. All due dates are listed on the school website under the "Homeschool/PSP", "Forms" tab. ***All paperwork must be turned into the office within 30 days of the due date or your student will not receive credit.***

CCS provides all record keeping paperwork. All paperwork for K-8<sup>th</sup> grade students must be completed in BLACK/BLUE INK or typed.

### **Course of Study:**

A course of study must be completed for every student. This form must include the 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. A sample of the completed forms can be found on the website. Check website for all due dates.

### **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 counted as school days. Attendance Record is due every quarter. Check website for all due dates.

### **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. A sample of the completed forms can be found on the website. Check website for all due dates.

### **Report Card:**

A current report card must be kept on file for each student enrolled in CCS PSP. On 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. A sample of the completed forms can be found on the website. Check website for all due dates.

## **9<sup>TH</sup>-12<sup>TH</sup> GRADE REQUIREMENTS AND PAPERWORK:**

HSLDA 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. 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 a college prep diploma. CCS requires **230 credits** for a general diploma, no UC/CSU admission. It is YOUR responsibility as the parent/teacher to know the Senior Graduation Requirements.

### **CCS graduation requirements (College Prep):**

- 3** years of History/Social Science (World History, U.S. History & U.S. Government/Economics)(30 credits)
- 4** years of English (40 credits)
- 3** years of Mathematics (Must include Algebra 1 and Geometry)(30 credits)
- 3** years of Science- 2 years of Lab Science chosen from biology, chemistry or physics (HS physical science accepted)(30 credits)
- 2** years of foreign language (must be 2 years of same foreign language i.e. Spanish 1 and Spanish 2)(20 credits)
- 2** years of Visual & Performing Arts (20 credits)
- 3** years of College Prep electives (30 credits)
- 2** years of Physical Education (20 credits)
- 3** years of Bible (30 credits) or (1 semester for every semester at CCS)

### **CCS graduation requirements (General Diploma):**

- 3** years of History/Social Science (World History, U.S. History & U.S. Government/Economics) (30 credits)
- 4** years of English (40 credits)
- 2** years of Mathematics (must include Algebra 1 and Geometry)(20 credits)
- 2** years of Lab Science chosen from biology, chemistry or physics (HS physical science accepted)(20 credits)
- 1** year of foreign language (10 credits)
- 2** years of Visual and Performing Arts (20 credits)
- 4** years of College Prep Electives (40 credits)
- 2** years of Physical Education (20 credits)
- 3** years of Bible (30 credits) or (1 semester for every semester at CCS)

## **High School Descriptions of Courses:**

**History/Social Studies:** 3 years are required: 1 year World History, 1 year U.S. History, 1 semester U.S. Government, 1 semester Economics.

**English:** 4 years are required and must include literature, composition, grammar, vocabulary, and spelling (if needed) each year.

**Math:** 3 years are required and must include Algebra 1 and Geometry.

**Science:** 3 years are required, 2 years of lab science chosen from biology, chemistry or physics (HS physical science accepted)

**Foreign Language:** 2 years are required, must be the same language.

**Visual & Performing Arts:** 2 years are required. Visual and performing arts, includes dance, music, theatre, and visual arts, and media arts. Media arts includes photography, digital imaging, video, animation, sound production, web design, graphic design, virtual design, interactive design, multimedia, virtual reality, and emerging forms. This does not include cheerleading or flags (which count as PE credit)

**Electives:** 3 years are required. Electives include “non-required” courses. This can include extracurricular courses or “required courses” your students takes beyond the required level. Example~ a fourth year of science or math. For the college bound student more academic classes are better.

**Physical Education:** 2 years are required (On campus sports and cheerleading count as 1 semester of PE class)

**Bible:** 3 years of Bible are required and will be taught as a subject not as a devotional.

**Driver’s Education:** This is an elective course. A grade and 5 credits will be given for Driver’s Education the semester the course is completed. The following forms must be turned in upon completion: a copy of the “Behind the Wheel” completion certificate, 50 hours of driving with the parent are completed, the “Classroom Instruction” completion certificate, and a copy of the permit or license are turned in with the semester report card.

***All paperwork for 9<sup>th</sup>-12<sup>th</sup> 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 must 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, and want to use a “Parent Planned” this must be approved by the PSP office before the start of the school year. If it is approved you will list the course as “parent planned” and give a detailed and complete explanation of the course. A sample of the completed forms can be found on the website. Check website for all due dates.

### **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 semester is 90 scheduled instructional days. Field trip days are counted as school days. A sample of the completed forms can be found on the website. Check website for all due dates.

### **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. Check website for all due dates.

### **Community Service Hours:**

CCS PSP requires a minimum of 80 hours of community service (20 hours per year) prior to graduation. Community Services hours must be submitted along with your year-end paperwork each year. Check website for due dates.

### **Course Descriptions:**

A course description for each student enrolled is required. This form must have the following information: the name of the book, author, and 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 yearlong), 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 or you can use the Table of Content to find the information). A sample of the completed forms can be found on the website. Check website for all due dates.

### **Grade Verification Sheet:**

Your high school student's grade will be determined based on mastery of the course, assessing the overall 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. Check website for due dates. ***If your student is taking an outside class through but not limited to~ Grace Homeschool, Great Books Tutorial, a junior college, or anywhere outside of your home and receives a grade, you must turn in a copy of the Grade Report you received as the grade verification. Whatever grade that is received from the outside entity will stand as the grade on the report card.***



## **Report Cards:**

A current report card must be kept on file for each student enrolled in CCS PSP. On 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. A sample of the completed forms can be found on the website. Check website for all due dates. ***All paperwork must be turned into the office within 30 days of the due date or it will not be able to be added to the transcript.***

### **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%-0% F= 0 point

Classes taken at the college level numbered 100 or greater & the units are 3 or above i.e. English 101 will receive high school & college credit if the student receives a C or better. Honor courses must be determined by the publisher or program the student is enrolled in. Examples of pre-approved curriculum that count as Honors credit~ Great Books Tutorial, Omnibus, etc. Courses must be approved for by PSP Coordinator prior to the start of the class in order to receive honor credit. Also, college courses that are level 100 or above will give you both high school & college credit. GPA credit A=5 pts, B=4pts, C=3pts.

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

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15 points

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

### **COURSE CRITERIA:**

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

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

### **COURSE REQUIREMENTS:**

For a yearlong course, a minimum of 85% of a curriculum must be covered to be considered finished by the end of the 34-36 week academic year.

For a semester long course, a minimum of 85% of a curriculum must be covered to be considered finished by the end of the 17-18 week academic semester year.

### **DETERMINING COURSE CREDITS:**

Credit will be given for each semester's course. Each semester is awarded 5 credits, totaling 10 credits for the whole year. Semester long courses are awarded 5 credits. College classes will receive 10 credits per semester if the class is numbered 100 or above~ if the class number is below 100 credits will be 5 per semester. CCS requires 250 credits for a college prep diploma or 230 for a general diploma.

### **SCHOOL COUNSELOR:**

The School Counselor is available to meet with you, by appointment, regarding post high school college and career options, and any questions regarding on campus classes.

### **TRANSCRIPTS:**

Your high school transcript is the official record of all courses taken, credits earned and grades awarded. To request a transcript please contact your PSP Coordinator. Please allow 5-7 days for your transcript to be emailed or mailed. Transcripts will not be mailed until all fees are paid in full and all books are returned at the end of the school year.

### **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.***