

**Calvary Christian School  
Private School Satellite Program  
POLICIES AND PROCEDURES**

**HIGH SCHOOL SUPPLEMENT**

**ENROLLMENT**

- High school enrollment is accepted at the beginning of each quarter; however, seniors are not accepted after the 1<sup>st</sup> semester. High school registration should occur at least two weeks prior to the beginning of the quarter.
- Any student seeking initial admission (other than the beginning of their freshman year) must go through a matriculation process. Appropriate matriculation fees will be added to regular tuition fees (fees will be determined on a case-by-case basis).

**ENROLLMENT PROVISIONS**

- Gradelink account and online tutor for Gradelink parent/teacher users
- Checklists for Summer preparation and each quarter
- Progress Reports generated 1<sup>st</sup> and 3<sup>rd</sup> quarters
- Semester Report Cards generated 2<sup>nd</sup> and 4<sup>th</sup> quarters
- Reports for CIF sports participants emailed to CCS Athletic Director
- Student transcript generated, two (2) per year, on a semester basis for official record
- Curriculum coordination to ensure graduation requirements are met
- Graduation ceremony for seniors (cap and gown) in conjunction with CCS graduation available for a fee
- CCS-PSP diploma upon completion of graduation requirements available for a fee
- PSAT testing available with CCS students
- CCS newsletter emailed to enrolled families

**PARENT/TEACHER SUPPORT**

- CCS-PSP administration includes a High School Coordinator who is available to help parent/teachers with planning, scheduling, curriculum, process high school paperwork and to answer questions.
- HSLDA also has High School Coordinators available to members.

**Please note: all requirements reflect the graduation requirements of Calvary Christian School and are to ensure that your student's curriculum meets high school standards.**

## **PARENT/TEACHER RESPONSIBILITY**

- Abide by all CCS-PSP Policies and Procedures, applicable supplements, calendars, and fee schedules.
- Purchase and read (or review) The High School Handbook by Mary Schofield each year (this satisfies the **first year** Continuing Education requirement).
- Complete the Gradelink online tutor.
- Set a plan which follows a course of study that complies with the graduation requirements of CCS-PSP.
- Submit 4yr Plan and Class Schedule (with Class Descriptions and Course Standards) for each class on the schedule to the High School Coordinator before beginning school.
- Prepare lesson plans for parent/teacher use.
- Complete checklist items during summer preparation and each quarter.
- Follow the same semester calendar as CCS (CIF eligible students).
- Provide quarterly tests or major paper for 1<sup>st</sup> and 3<sup>rd</sup> quarters and comprehensive semester finals for each academic course.
- Provide a student writing sample each quarter.
- Enter and score assignments in Gradelink in an accurate and timely manner (must be done by quarter end).
- Ensure that students take the standardized test each year with CCS students on-campus (see TESTING).
- Graduation participants must have work completed one week prior to the end of the semester.
- Attend an approved high school related homeschool seminar (or check out a CD from the PSP) before the school year begins and complete the Workshop Review form for parent/teacher continuing education purposes.
- Attend mandatory Orientation meeting for newly enrolled families.
- Parent/teachers and students must read the CCS Handbook and read and sign the CCS Code of Conduct and Dress Code.
- Parents and their families are expected to maintain a respectful attitude toward CCS and CCS-PSP leadership and staff.
- Students are to be on time to CCS classes and activities and conduct themselves in an appropriate manner.
- Keep updated and informed by reading the CCS newsletters and accessing websites for CCS-PSP ([www.ccspsp.com](http://www.ccspsp.com)), CCS ([www.ccsvista.com](http://www.ccsvista.com)) and HSLDA ([www.hslda.org](http://www.hslda.org)).

## **QUARTERLY PAPERWORK**

Within 30 days of enrollment acceptance for the new school year the following paperwork is due and must be emailed to the High School Coordinator:

4 Year Plan  
Proposed Class Schedule  
Course Description and Standards forms for **every** class on the Schedule

The remaining beginning of school year paperwork as indicated on the Re-enrollment Checklist or the New Enrollment Checklist is due by the first day of school in addition to any paperwork due to the CCS-PSP Administrator.

All quarterly paperwork indicated on the Quarterly Checklists must be received by the 7<sup>th</sup> day following the end of each quarter.

Submit ***copies*** of your tests, major papers and writing samples; they will not be returned to you.

Complete and accurate paperwork is due by the due date. (If your quarters are different than the CCS calendar, they must be approved by the High School Coordinator and you must be issued approved due dates.\* CIF sports participants must be on the CCS calendar year-round.)

## **LATE PAPERWORK**

If we do not receive your paperwork within 7 days of the end of the quarter or your paperwork is incomplete, a “Request for Paperwork” will be sent to you via email.

Upon the third request within your cumulative years of enrollment in CCS-PSP, your enrollment will be terminated.

Once your enrollment has been terminated, if you want to re-enroll you will need to fill out a new application and submit it with a re-registration fee. The Advisory Committee will review the application and make a determination. Repeated drops for this reason may cause your application to be denied.

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\*Special arrangements may be made for out-of-state or overseas families.

## **TUITION**

Tuition is due in two installments. One-half is due before the 1<sup>st</sup> semester begins and the remainder is due before the 2<sup>nd</sup> semester begins. A late fee will be assessed if your tuition is not received before the semester begins.

## **GRADING AND CLASS POLICIES**

The High School Coordinator will set up each student and their classes in Gradelink (according to the Course Descriptions and Course Standards submitted by the parent/teacher) prior to the beginning of the school year; if there are any classes added or deleted at the 2<sup>nd</sup> semester, Course Description and Course Standards must be submitted for those classes prior to the beginning of the semester.

- Grades are determined by the Course Standards set by the parent/teacher and are automatically calculated by Gradelink according to the assignments and scores entered by the parent/teacher.
- Incomplete subjects will be marked as “1” (incomplete) on report cards and counted as “0” (zero) in determining the GPA; however, when the subject is

completed the “I” will be replaced with the completed grade and the GPA recalculated.

- Tests must comprise at least 25% of the grades in academic classes and must include a comprehensive semester final for each semester.
- High School English classes must include literature, composition, vocabulary and grammar.

## **TESTING**

CCS-PSP high school students are required to take standardized testing on the CCS campus with CCS students. Tests are given in the spring. It is the responsibility of the Parent/teacher to check CCS’s newsletter for exact dates/times.

## **CCS CLASSES AND ACTIVITIES**

- Students may enroll in a maximum of two (2) items at the school. Items to choose from include: academic classes, Bible, choir and sports. Whatever the combination the limit is two items. CCS tuition and fees apply and must be paid directly to the school.
- Students may participate in some CCS activities including graduation activities and ceremony. Fees apply.

## **CIF SPORTS**

- Parents and students are responsible for contacting the CCS Athletic Department for a sports package and being informed of and complying with sports eligibility and requirements.
- CCS is responsible for informing CCS-PSP of students enrolled in CIF sports.
- The CCS-PSP High School Coordinator will automatically send Progress Reports and semester Report Cards to the Athletic Director for students enrolled in CIF sports.

## Calvary Christian School-PSP Graduation Requirements (2011-2012)

<b>SUBJECT</b>	<b>REQUIRED CREDITS</b>	<b>MUST INCLUDE THROUGHOUT THE YEAR</b>	<b>ACCEPTABLE SUBJECTS and RECOMMENDED GRADE LEVELS</b>
English	40 credits	Literature Composition Grammar Vocabulary	Literature Survey - 9th World Literature - 10th American Literature - 11th English Literature - 12th
Mathematics	30 credits		Algebra - 2yrs Geometry - 1yr
Physical Science	10 credits		Physical Science or Chemistry
Life Science	10 credits		Biology
World History	20 credits	World History with Applicable Geography	Ancient - Pre WW I - 9th WW I & II – present - 10th
U.S. History	10 credits	Founding - present	11 <sup>th</sup>
American Government	5 credits		12 <sup>th</sup> - Semester 1
Economics	5 credits		12 <sup>th</sup> - Semester 2
Foreign Language	10 credits		May include sign language
Physical Education	20 credits	Grade B or better	
Electives	70 credits	Bible while enrolled at CCS	May include Fine Arts, Health, Driver Ed, College Prep, etc.
Community Service	5 credits (75 hours)		May be completed over 4 years
Keyboarding	5 credits or Proof of Proficiency- Minimum 40wpm		
<b>TOTAL</b>	<b>230 Credits</b>		

All classes must be at least high school level and completed with a passing grade.

Graduation Requirement changes are only applicable to incoming students.