



Calvary Christian School

a ministry of Family Worship Center

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Junior & Senior High School Policies and Procedures

Along with the general **Policies and Procedures**, CCS requires parents/teachers of Junior and Senior High School to comply with additional policies and procedures.

1. Parents are responsible to plan the best course of study for their student(s) based on the required areas of studies for **private** schools. It is wise to consult many resources when developing the course of study. Some good resources are: *The High School Handbook* by Mary Schofield; *Christian Home Educators Curriculum Manual* (Jr./Sr. High) by Cathy Duffy; the pre-requisites for any colleges the student may wish to attend in the future. Attendance at a local CHEA Convention is also highly recommended whenever possible. CCS will help you with the process of keeping track of your student's course of study and with maintaining guidelines to ensure compliance with the Educational Code.
2. Course Descriptions for each course taught must be turned in to CCS at the first quarterly meeting closest to the start date of that course.
 - A. The course must be taken during the time indicated on the Course Description. A course taken during the summer may not appear on the fall Course Description; however, it may be indicated on a Summer School Course Description.
 - B. If the same course is being taught for more than one year then there must be progression in the Title and the Course Description.
 - C. A Course Description may be amended or withdrawn prior to the end of that semester's grade period as long as a new (or copy of original with changes indicated) is submitted to replace it. Course Description changes are turned in with the semester grades.
 - D. An additional course(s) may be added as long as a new Course Description is mailed to CCS four (4) weeks prior to the semester paperwork due date for that course.
3. Each Course Description must include a grading standard (see Ms. Schofield's *The High School Handbook* for an example). The parent has complete control and responsibility in deciding the grading process along with a thorough explanation in the Course Description for each course. The parent needs to adhere to this grading standard when giving each student his/her grade.
4. If someone other than the parents is teaching the class, the teacher will need to fill out the Course Description form provided by CCS. If they have their own course description form, that may be used instead. College courses are exempt from a course description, but please include a copy of the enrollment form with the course title to your Course Descriptions.

5. One letter grade is required on the report card for each course listed in the Course Description. Grades from teachers other than the parents or college courses need to be attached to the Grade Sheet; **do not** put course title or grade on report card. Attach a print-out of college's record of course title with grade, or other teacher generated report card. If no grade is indicated the course will receive an "incomplete" on the student's transcript. It is also the parent's responsibility to notify CCS if their student has either failed or not completed any course listed in the Course Description at least 2 weeks before 8th or 12th graduation. Summer school may be necessary to fulfill graduation requirements if the student doesn't have enough units.
6. All semester grades presented by the parent are final thirty (30) days after the final due date. If there are special circumstances in which the parent or student is wishing to contest a grade, the following process is to be followed:
 - A. The petitioner must forward a letter of appeal to CCS by mail within ninety (90) calendar days after grades are due with documentation explaining why the change was made.
 - B. A fee of \$25.00 must be attached to the above referenced letter.
 - C. The director of CCS will make a decision within thirty (30) calendar days and will notify the petitioner in writing.
7. Transcripts may be amended after following the #5 petition process stated above.
8. Summer school credit may be given. A Course Description, Attendance Record which is separate from the regular school year records, and a Report Card for the course must be turned in with the first quarterly meeting paperwork.
9. Calvary Christian School is not an accredited school. As such, any public or private school is not required to accept CCS credits. They may also make a request that the credits be substantiated. This is why it is very important to keep clear, organized, complete records of your student's educational progress, so that you can prove that your student has indeed legitimately covered the courses you are desiring to receive credit for from a public or private school.