

Christian College Preparatory Academy



Handbook

2008

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Mission Statement

The mission of Christian College Preparatory Academy is to prepare young men and women for post high school educational and professional endeavors by embodying in them academic excellence and Christian values. Our goal is to assist home schooling parents by providing challenging supplemental classes and additional educational opportunities that will enhance a child's learning experience.

Christian College Preparatory Academy's unique approach to enriching the home school experience clearly has set it apart as a leader in the home school community. Neither a co-op nor a traditional private school, CCPA is the first college preparatory program for home schoolers in Central Texas.

CCPA is a structured organization run by a board of directors that sets the standards and policies for CCPA. CCPA teachers are teaching professionals, degreed in the subjects they teach and well qualified in their fields. This helps to insure the quality of education a child will receive in a CCPA class.

CCPA also offers an array of quality extra-curricular programs including honor society, speech & debate competition, choir, orchestra, and musicals, all meeting the same CCPA standards described above.

At CCPA, it is our goal that students be able to enjoy many academic and social benefits while still maintaining a home school environment.

Qualified teachers and sound Christian principles and values, with a disciplined approach and a high level of accountability among teachers, parents and students, make Christian College Preparatory Academy an intellectually stimulating learning environment.

Board of Directors

Lance Hargis
Kathy Hargis, CCSA Director
Marlene Yousef, Special Advisor

Affiliations

Christian Home Education Association of Central Texas
Davidson Institute for Talent Development Educators Guild
Eta Sigma Alpha National Home School Honor Society
National Christian Forensics and Communications Association
Texas Music Educators Association
Texas Choral Directors Association
American Choral Directors Association
Who's Who Among American High School Teachers

Calendar

Schedule: 2008-2009

August 18----Orientation
August 25----Fall classes begin
September 1----NO CLASSES-Labor Day
November 24----Make-up day for Labor Day
December 15----Last class before Christmas

January 5----Classes resume
March 16----NO CLASSES-Spring break
May 11----Last class day
May ??----Graduation (TBD)

Registration and Class Tuition

Christian College Preparatory Academy charges a \$15 yearly registration fee per family.

All of our teachers are self-employed. We merely provide the organization to bring them together in one place for your convenience.

To register for a class, please fill out and return a CCPA registration form available online or by mail. To secure a place for your child, you also must send registration fees for each class per the requirements of the individual teachers. Checks for class registration and tuition should be made out and mailed or given to the individual teachers.

Each teacher sets and collects his/her own registration and tuition. Our teachers' fees are in line with fees being charged by other teachers in the area. Tuition payments are due the first class day of each month (nine months total) and should be paid directly to the teacher.

Weather

In case of inclement weather, CCPA will cancel classes if AISD cancels classes. When severe weather is imminent, listen to the local news channels.

Attendance and Illness

- Regular attendance and punctuality are expected from all students. Please notify the teacher, if possible, if your child must miss a class. If you are unable to get in touch with the teacher, please contact the Director at the number listed at the front of this book or send a message via a responsible classmate. This is to help ensure the safety of your child.
- Please do not send sick children to class. If a child has exhibited contagious symptoms in the 24 hours prior to class, keep him/her at home.
- CCPA/CCSA policy allows only CCPA/CCSA teachers and registered students on campus. Please do not send other children not enrolled at CCPA (i.e., siblings, friends).
- If a child requires medication, the parent should administer it. Students should not have any drugs, including prescription drugs, in their possession. If it is necessary for a child to take medicine while on campus, the parent should notify the administration in person.
- Parents must sign a medical release on or before the first day of class.

Discipline Policy

This discipline policy applies to all CCPA/CCSA/CYSA students as well as all private/individual students who share our campus.

Behavior

- Students are expected to act in a Godly manner at all times, keeping in mind the Christian values upon which this school was founded.
- Any display of inappropriate behavior between males and females, disregard for others, use of inappropriate language or gestures, fighting, abuse of property, sitting in cars, possession of drugs, alcohol, weapons, etc., will not be tolerated and will be cause for disciplinary action.
- Electronic devices including cell phones should be turned off during class. Skateboards, roller blades, etc., are not to be used during school hours.
- Students should not congregate in the halls. Noise in the halls should be kept to a minimum during class time.
- Students are expected to respect the property of our host facility. Sit on what is designed for sitting (chairs, benches), no climbing, no wandering on the property, hands off of shrubs, trees, etc., no littering, no running in the building. Students should clean up after themselves.

Dress Code

- Students' clothing is expected to be modest, not distracting, and free from inappropriate logos, words, or phrases.
- Clothes should not be excessively tight and form fitting.
- No undergarments should be showing.
- No low cut tops.
- No bare midriffs (should be able to raise arms above head without showing the midriff).
- Sleeveless tops must extend to the outer edge of the shoulder (cap sleeve) and should not have large armholes.
- Shorts and skirts should extend to at least 3 inches above the knee.
- No excessively baggy or long pants.
- Shoes should be worn at all times.
- The Director or hall monitor will determine if a student is in violation of the dress code. Students who violate the dress code may be asked to go home or to wear a cover-up provided by CCPA.

CCPA is an Open Campus

- All students must sign in with the hall monitor upon arrival at CCPA.
- Students may only be on campus to attend classes.
- Students with a signed parental consent may leave campus for lunch or during long breaks between classes.
- We are unable to regularly monitor students who leave campus. However, parents will be contacted if a student is found to be off campus without permission.

Designated Areas (maps will be available at orientation)

- Students are allowed in the area of the steps between the gym and the hall monitor's table. All other outside areas are off limits. This is for the student's safety.
- Students should be in class, in the study hall, or in the commons. Students are not allowed in other areas of the church without permission.
- CCSA (choir) students should remain in the gym. CCPA (academic) students are not allowed in the gym. The only common area for both groups is the hall between the gym and the hall monitor's table. Please remain quiet in this area, as the pastor's office is located here.
- A STUDY HALL is available at all times. Please use this room for quiet study. Students who need to work in groups should study in the COMMONS.
- A COMMONS ROOM is available at all times. The COMMONS is the only indoor area where eating and drinking are allowed. This room is available for quiet socialization. Remember that classes are in session in the adjoining rooms. Loud or unruly behavior will not be tolerated.

Parents and Siblings

- Parents are always welcome on campus and in the classrooms. Please check with teachers before visiting a class.
- Siblings who are not CCPA students should not be on campus unless accompanied at all times by a parent.
- Parents are allowed to do school work in the commons room with their own child/children only (i.e. no teaching co-ops or non-CCPA study groups).
- Parents may use the study hall for reading.
- Parents are asked to relocate if the study hall or commons becomes crowded.
- Parents who wish to supervise in study hall or the commons should contact the Director or hall monitor.

Probation Policy

CCPA may exercise the option to place a student under a one semester probationary period when that student, or that student's family, meets any one of the probation criteria listed below. At the end of that probationary semester, a CCPA review committee will review the progress of the probationary student/family and determine if that student will be allowed to continue in CCPA. The review committee will consist of the CCPA chairman, the CCPA Director, and the CCPA teacher(s) involved in issuing the probation. It is the desire of CCPA to be Christ-like and rehabilitative through this process.

- Probationary Behavior
 - The student is unable to maintain a "C" average
 - The student is continually delinquent with homework assignments
 - The student presents a regular behavioral/discipline/character problem in class, and the student does not correct the problem when called into accountability by the teacher
 - The student's family is in financial arrears and has made no attempt to remedy the situation, or the family continually breaks repayment agreements.
- Reinstatement
 - When the student/family has completed the probation semester and satisfied the review committee that the student/family has corrected the probationary issues, the student/family will be reinstated.

- The probationary period will be removed from the CCPA student record and the student will return to full eligibility to participate in the CCPA diploma and graduation program.
- Expulsion
 - CCPA will make every effort to work with the student/family during the probationary semester to remedy any of the behaviors necessary to prevent expulsion.
 - Expulsion will be used only as a last resort, when the student/family has not responded to or corrected the probationary behavior issues during the semester of probation.
 - If expulsion becomes necessary, the student/family will receive no refund of any tuition or fees and the student/family will not be allowed to re-enroll.
 - Expulsion may take place at any time during the probationary semester at the discretion of the review committee.
 - Reinstatement after expulsion will be a very rare, case-by-case basis at the sole discretion of the review committee that issued the expulsion.

Parental Responsibility

This is not a typical school with staff assigned to monitor students outside of the classroom. Therefore, parents are responsible for their child and will be held accountable for the actions of their child even if the parent is not present.

Parents are responsible for getting their child to class on time.

It is the responsibility of the parents to make sure their child reads and understands all CCPA rules and consequences. These rules are in place to ensure the safety of the students and teachers and to foster an environment conducive to learning.

Parents should monitor their child's assignments and be sure that work is being turned in on time. Parents should feel free to contact their child's teacher to check on progress or to voice concerns.

To foster a college preparatory environment, CCPA expects students to take responsibility for assignments without continual reminders.

Please obtain permission from the teacher before visiting a class.

Please remember that students are here to learn and we are guests of our host facility.

Examinations and Grading

Each teacher is required to assign graded work, to keep grades, and to issue a final year-end grade. A CCPA final grade report will be e-mailed during the summer. CCPA will maintain a file of all grades for the purpose of issuing a transcript when needed. The following grading system applies to all classes.

NOTE: A grade below 70 is below average and is an indication that the student should repeat the course.

A+ = 97-100; A = 94-96; A- = 90-93

B+ = 87- 89; B = 84-86; B- = 80-83

C+ = 77- 79; C = 74-76; C- = 70-73

D+ = 67- 69; D = 64-66; D- = 60-63

Standardized Testing

The ITBS Achievement test will be given each February if requested by a sufficient number of families. An additional amount will be charged to cover the cost of the test and administrative fees.

Extra-curricular Activities

National Home School Honor Society

- Must currently be enrolled in at least one academic CCPA class
- Must be in the 8th grade or above
- Must have a 3.5 GPA on a four-point scale
- Must achieve at least 90% on the composite battery on the IOWA, Stanford, or California achievement test OR must score 180 on the PSAT, 1800 on the SAT, or 26 on the ACT
- Must submit a transcript with application
- Must submit one letter of recommendation
- Must pay \$5.00 yearly membership dues
- Honor Society members automatically qualify to letter in academics and to wear an honor cord and shawl at graduation

Academic Tournaments

Students must meet the eligibility requirements of the group sponsoring the tournament and any additional eligibility requirements imposed by CCPA. Students will be responsible for tournament fees.

Extra-curricular Letters

Currently, students can letter in academics, speech, debate, and choir.

Letter Jackets

Students must be in good standing at CCPA and must meet the requirements for the academic/extra-curricular activity in which they wish to letter. Students purchase letter jackets through CCPA. Qualifying students must have completed one year at CCPA and must be in 10th grade or above.

Graduation Requirements

CCPA will hold commencement exercises and provide diplomas for qualifying seniors. Parents of participating seniors are expected to assist with the preparations. Families interested in participating should contact the CCPA Director in the fall of the student's senior year.

Graduation Requirements:

- Must have successfully completed 2 academic credits at CCPA
- Must be enrolled in a minimum of one CCPA class their senior year or enrolled in a college class
- Must submit a transcript of completed high school courses. CCPA courses in conjunction with courses taken outside CCPA must meet the following requirements:

○	English	4 credits
○	Math	3 credits
○	Science	3 credits
○	History	2 credits
○	American Gov	½ credit
○	Speech	½ credit
○	Foreign Language	2 credits
○	Fine Arts	1 credit
○	<u>Electives</u>	<u>4 credits</u>
	Total Credits	20 credits

(Credit requirements are similar to Texas public school graduation requirements. For more information on state requirements, go to the Texas Education Agency web site. Information about credits will be made available to parents.)