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~ A ministry serving home educating families since 1997~

## Registration Handbook 2018-19

High Country Christian Academy (HCCA) is an independent school that provides private school enrollment for students who are taught at home by their parents. HCCA satisfies the requirements of an independent school for purposes of home schooling according to Colo. Rev. Stat. 22-33-104(2)(b).

### **SERVICES PROVIDED:**

- Private school enrollment (no notice of intent required for a school district)
- Academic record-keeping
- High school transcripts and diploma
- Annual achievement testing grades 3 – 11 (*odd grades only, additional fee required*)
- Home school / curriculum consultation
- Graduation Ceremony available (*additional fee required*)
- Easy transfer of records
- Home School Legal Defense Association membership discount
- Official record of grades for “Good Student” car insurance discount

**“Training up Children for a Higher Calling”**

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Calendar 2018-19  
High Country Christian Academy

|           |   |
|-----------|---|
| July      |   |
| 1         | Beginning of current school year  |
| 15        | HCCA registration for current school year begins  |
| August    |   |
| 15        | Early bird registration ends  |
| September |   |
| 15        | Regular registration ends   |
| 16        | Late registration begins  |
| 30        | End of First Quarter  |
| October   |   |
| 10        | Deadline for submitting first quarter reports   |
| December  |   |
| 10-31     | HCCA office closed for Christmas break  |
| 31        | End of Second Quarter   |
| January   |   |
| 1-6       | HCCA office closed for Christmas break  |
| 3         | Online registration for mid-year enrollments begins   |
| 3         | Online registration for testing begins  |
| 15        | Deadline for submitting second quarter reports  |
| February  |   |
| 19        | Registration deadline for mid-year enrollments  |
| March     |   |
| 10        | Registration deadline for testing   |
| 31        | End of Third Quarter  |
| April     |   |
| 10        | Deadline for submitting third quarter reports   |
| TBD       | Achievement Testing   |
| TBD       | Spring Break-Admin office closed  |
| May       |   |
| TBD       | 2 <sup>nd</sup> Spring Break-Admin office closed  |
| TBD       | High Country Graduation (Please visit <a href="http://www.hche.org">www.hche.org</a> under Support Group for details) |
| 25-31     | HCCA Office closed for summer break   |
| June      |   |
| 1-23      | HCCA Office closed for summer break   |
| 30        | End of Fourth Quarter/End of school year  |
| July      |   |
| 5         | Deadline for submitting fourth quarter reports  |
| 5         | Completed Course of Study (CCS) for high school students due  |
| 10        | HCCA closes out the school year   |

## **PURPOSE**

High Country Christian Academy (HCCA) believes that God holds parents ultimately responsible for the education and spiritual training of their children. HCCA was established to support Christian families in raising their children according to Deuteronomy 6 and to assist and encourage them in their calling to educate their children at home.

## **ADVANTAGES**

Families have the advantage of a private school confirming their course of study, do not have to report achievement test scores or file a notice of intent with the local school district, have easy transfer of records to another school, and have more flexibility than traditional correspondence schools. The Elementary Program provides report cards upon request and the High School Program provides official transcripts and a private school diploma. Numerous high schools and colleges have accepted HCCA transcripts.

## **HISTORY**

High Country Christian Academy is one of the three branches of High Country Home Educators. High Country Home Educators has been incorporated since 1997. The two partner branches are High Country Support Group and High Country Enrichment Classes.

## **HCCA BOARD**

Members of the Academy board include the following families:

- Cal & Jan Massey
- Todd and Jennifer Valdois - Todd serves as the Academy President and Jennifer is the Administrator of the Academy. They also serve on the HCHE corporate board.

## **STATEMENT OF FAITH**

As a ministry under the spiritual covering of New Life Church we proclaim the Nicene Creed as our Statement of Faith. This creed dates back to the fourth century, when Christians came together and composed this formative and definitive statement. The Nicene Creed has stood the test of time as a standard of what Christians from every stream of the Body of Christ believe. It is more than an intellectual checklist of doctrine; it is a confession of worship that forms us as the people of God and draws us together into the life of the Father, Son, and Holy Spirit.

## **THE NICENE CREED**

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy universal and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

## **STATEMENT OF POLICY**

The policies have been established by the HCCA Board and apply to all families whose children are enrolled in High Country Christian Academy. Each family, by signing the Parental Agreement Form, is stating that they have read these policies, acknowledge their responsibility to the school, and obligate themselves to fulfilling these policies.

## **LEGAL CONSIDERATIONS**

High Country Christian Academy provides a legal option to families for meeting compulsory attendance requirements in Colorado. Students enrolled at HCCA are no longer under the Colorado Home School Statute since they are enrolled in an independent school (CRS 22-33-104(2)(b)). This means a Notice of Intent (NOI) to home school does not need to be filed with a school district. If a NOI has been filed in the past, once the student has been accepted at HCCA, the school district will need to be notified the student is now enrolled in an independent school. Should the student no longer be enrolled at HCCA, the school district will need to be contacted and a NOI will need to be filed again.

Because of conflicting public opinion and the inconsistency of legal statutes, **High Country Christian Academy cannot insure that families enrolled in its program will never be subjected to legal scrutiny.** HCCA wants each family to be aware of the legal liability that they may face. We highly encourage families to consider membership with Home School Legal Defense Association (HCCA members receive a 15% discount). HSLDA provides experienced legal counsel and representation by qualified attorneys to their member families who are challenged by government officials in the area of home schooling. All attorneys' fees and costs are paid in full directly by the Association. Applications for HSLDA may be obtained by contacting HSLDA at their web site: [www.hslda.org](http://www.hslda.org).

**APPLICATION AND ENROLLMENT**

Application for enrollment in High Country Christian Academy is open to Christian home schooling families who are committed to Jesus Christ and are in agreement with our statement of faith. A student is considered to be home schooled if the majority of the child's academic education is provided at home by the parents. HCCA does not discriminate in regard to race, color, national or ethnic origin; however, the board does reserve the right to deny enrollment based on religious beliefs and affiliations.

**High School Parents** – Parents enrolling a high school student for the first time need to set up a phone or in-person appointment. The High School Administrative Director will go over paperwork and explain high school credits, the procedure for filling out quarterly reports, the Hours Log, and the Completed Course of Study form.

**CURRENT FEE SCHEDULE**

|   |          |
|---|----------|
| New Family Application Fee (payable one time only)                                      | \$ 25.00 |
| Tuition - grades K-12, per family   |          |
| <b>(Early Bird Registrations July 15 – Aug 15)</b>                                      | \$ 85.00 |
| <b>(Regular Registrations Aug 16 – Sept 15)</b>   | \$110.00 |
| <b>(Late Registrations Sept 16 – Jan 2)</b>   | \$135.00 |
| <b>(Mid-year Regular Registrations Jan 3 – Feb 19)</b>                                  | \$110.00 |
| High School Tuition - grades 9-12, per student ( <i>in addition to family tuition</i> ) | \$ 50.00 |

| <u>Enrollment Received</u>                    | <u>Enrollment Processed</u>                   | <u>Confirmation email to be sent</u> |
|---|---|--------------------------------------|
| July 15 <sup>th</sup> – July 31 <sup>st</sup> | Aug 1 <sup>st</sup> – Aug 15 <sup>th</sup>    | On or after Aug 15 <sup>th</sup>     |
| Aug 1 <sup>st</sup> – Aug 15 <sup>th</sup>    | Aug 16 <sup>th</sup> – Aug 31 <sup>st</sup>   | On or after Aug 31 <sup>st</sup>     |
| Aug 16 <sup>th</sup> – Aug 31 <sup>st</sup>   | Sept 1 <sup>st</sup> – Sept 15 <sup>th</sup>  | On or after Sept 15 <sup>th</sup>    |
| Sept 1 <sup>st</sup> – Sept 15 <sup>th</sup>  | Sept 16 <sup>th</sup> – Sept 30 <sup>th</sup> | On or after Sept 30 <sup>th</sup>    |
| After Sept 16 <sup>th</sup>                   | within 15 days                                | Within one month of applying         |
| Jan 3 <sup>rd</sup> – Feb 19 <sup>th</sup>    | Feb 20 <sup>th</sup> – Feb 28 <sup>th</sup>   | On or after Feb 28 <sup>th</sup>     |

**TUITION PROVIDES**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Private school enrollment</li> <li>• Academic record keeping</li> <li>• HSLDA membership discount</li> </ul> | <ul style="list-style-type: none"> <li>• Parental support</li> <li>• High school transcript &amp; diploma</li> <li>• Achievement test score repository service</li> </ul> |
|---|---|

**ADDITIONAL SERVICES:**

|                                    | <u>Enrolled Families</u>          | <u>Non-enrolled families</u> |
|------------------------------------|-----------------------------------|------------------------------|
| Curriculum consultation (per hour) | Up to 3 dedicated hours, included | \$30.00 per hour             |
| Curriculum consultation (per hour) | \$30 per hr after 3 hours         | \$30.00 per hour             |
| Achievement Test Score Repository  | Included with enrollment          | \$30 lifetime per student    |

**REGISTRATIONS**

Applications are accepted July 15 – February 19.

To apply for enrollment at HCCA, the following must be submitted with the application for each student:

- A copy of the last administered achievement test scores or evaluation results (students entering grades 4 through 12). Exceptions are granted if you are coming from a state that does not require testing.
- A copy of the immunization record (to include an optional online exemption form).
- Completed Curriculum Plan.
- Online payment for tuition and fees.

After review of the application, a confirmation letter of the student's acceptance will be emailed along with any acceptance paperwork. If for any reason HCCA cannot accept the application, a notification will be emailed and the payment will be refunded.

**FEES / REFUNDS**

Registration fees must be paid **in full** at the time of application. Due to processing expenses, once the application is accepted no refunds will be given. All registrations expire on June 30<sup>th</sup>.

## SCHOOL TRANSFERS

If a student is transferring to HCCA from another school, the Release of Records form must be requested, filled out and emailed back to us. We will notify the student's previous school to send us the cumulative folder. For high school students, the transcripts from all previous public or private schools are required in order to transfer past courses and credits to the HCCA transcript. If HCCA cannot accept the application, the student's records will be returned to the school that sent them.

When transferring from HCCA to another school or moving out of the area, it is the parents' responsibility to notify HCCA in writing. **Do not notify the new school and tell them the student is home schooling. The student is enrolled in High Country Christian Academy; therefore, tell the school officials the student is transferring from a private school.** Please note: we must have all attendance and progress reports up to date in order to complete the transfer of records.

## ATTENDANCE

HCCA requires a **minimum of 172 days** of study per school year. Our school year begins July 1 and ends June 30. Parents may choose their own school schedule.

## COURSE OF STUDY

As an independent school, our curriculum requirements are governed by the Non-Public School Laws. These differ from the laws governing home schools. Non-public schools are required to provide a basic academic education without the interference by any board of education, state, or local. The curriculum requirements are as follows:

- 22-33-104 (2) (b) C.R.S. requires that a sequential program of instruction be provided by an independent or parochial school. Such program shall include, but not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science.
- 22-1-106 C.R.S. requires information concerning the honor and use of the flag to be taught.
- 22-1-108 and 22-1-109 C.R.S. requires the United States Constitution to be studied. Instruction shall begin no later than the seventh grade and continue in high school.

## CURRICULUM PLAN

One of the registration requirements is the Curriculum Plan. Parents input information concerning the courses that are planned for each student for the year, i.e. course name, textbook name and publisher, or source of instruction. Parents are free to choose the curriculum and style of home schooling that best suits their family. Parents may change curriculum during the school year if they find a course of study isn't working for their student. *Please note - the administration reviews the Curriculum Plan, so it is important that it is filled out completely.*

## GRADES

Each student is under the instructional supervision of their parents, although High Country Christian Academy is responsible to oversee that students are getting a "basic academic education." Grades issued for work completed will be given by the parents and turned in to HCCA on the quarterly reports. Parents need to submit a letter grade on the second and fourth quarter reports. Parents should have a plan for assigning grades before school begins. To maintain consistency as a school, HCCA's grading scale must be used.

- **K-8th Grades**  
Letter grades are not required in K-8th, although it is recommended to begin giving them in 6th -8th. If not using letter grades, there will be an option to assign a grade using the "Satisfactory/Unsatisfactory" scale. The scale is as follows:  
90-100%=A  
80-89% = B  
70-79% = C  
60-69% = D  
59% or less = F  
S+ = Excellent Progress  
S = Satisfactory Progress  
S- = Needs Improvement  
U = Unsatisfactory
- **High School Grades**  
See High School Program

### QUARTERLY PROGRESS REPORTS

Upon acceptance of the application, quarterly progress reports will be required each quarter for each student. The reports constitute the student's academic record, so accurate reports are very important. The form will become 'live' on our website, [www.hche.org](http://www.hche.org), 10 to 15 days before the end of the quarter. There is a grace period of 10 days after the end of the quarter to complete the form. **Reports must be completed by the date indicated on each report. The form will be closed and taken offline after the deadline.** Parents need to keep a copy of the confirmation email of each quarterly report for their own records. *Please note: If a quarterly report is not received for two consecutive quarters, the student may be disenrolled. There is a \$25 reentry fee and all records need to be completed before reentry.*

|                | <u>Quarter Ends</u> | <u>Quarterly Report Due No Later Than</u> |
|----------------|---------------------|---|
| First Quarter  | September 30        | October 10                                |
| Second Quarter | December 31         | January 15                                |
| Third Quarter  | March 31            | April 10                                  |
| Fourth Quarter | June 30             | July 5                                    |

### ACHIEVEMENT TESTING

HCCA requires that students take an achievement test or evaluation at the end of 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades. HCCA will be administering achievement tests approximately the last Thursday and Friday in April at New Life Church for odd grades 3 through 11. Testing registrations will begin in January. Academy families, however, are not required to test on site. Parents may use the test of their choice and submit the scores to the Academy. If an evaluation is preferred in lieu of testing, these results will be accepted in place of test scores. High school students – the PSAT, ACT, SAT, CLT, or ACCUPLACER scores are accepted in lieu of achievement testing.

### CHANGE OF CONTACT INFORMATION

If there is a change of address, phone number, or change in email address, please notify us of the new information as soon as possible. Please go to [www.hche.org](http://www.hche.org) under Independent School, 'Change my Information' and update any changes. The email address we have on file is how we will communicate important information throughout the school year.

### OFFICE INFORMATION

For questions, please call the Academy office at 278-9135, ext. 4 or email [CACommunications@hche.org](mailto:CACommunications@hche.org). Please leave a detailed message and the call or email will be returned and/or the request will be directed to the correct person. Email is the best form of contact for the Academy staff. **Note from HCCA Board: Please respect the Administrator's privacy and do not call her home or cell phone. Please call the phone line at 719-278-9135 x4 and someone will be in contact.** Thank you!

## High School Program

### PURPOSE

The purpose of the High School Program is to provide students with academic validation through a level of accountability while allowing parents the freedom to educate their children in their own style.

### HIGH SCHOOL GRADUATION REQUIREMENTS

High school students must complete a minimum of 23 credits to receive a diploma and graduate from High Country Christian Academy. *At least 5 of these required credits must be completed while enrolled with HCCA. Credits do not have to be in consecutive years.* Find the HCCA Graduation Requirements at [www.hche.org](http://www.hche.org)

### CREDITS

High Country Christian Academy follows HSLDA's recommendation for evaluating high school credits. Generally, one credit equals one year or 36 weeks of 50 minutes per day per subject. This is referred to as a "Carnegie Credit." HCCA offers three options to evaluate a high school course for credit: textbook approach, logging hours approach, and conversion of college credit approach. Parents may choose one option or a combination. When the Curriculum Plan is filled out as part of the registration process, there will be an area to indicate which option will be used for each subject.

- **Textbook Approach:**

If a student uses a high school level textbook written by a reputable publisher as the basis of the course, then the publisher determines the high school credit. A textbook designed to be completed in one school year is given one credit, while a textbook meant to be completed in one semester is given 1/2 credit. We recommend completing at least 75-80% of the textbook in order to earn the one-year credit.

- **Logging Hours to Determine Credit:**

If a standard textbook as the course's main resource is not used, or if the parent is generating their own course materials or pulling together materials from a variety of sources, then the logging hours approach should be used to determine credit. We strongly recommend a log be used to keep track of the total hours studied. Each log is used to record time spent "on task." This includes instruction by the parent, student work pages, tests, labs, reports/essays, independent reading, and field trips. The parent and student will know at a glance where they are in each course.

Two examples of an hours log are attached at the end of this handbook. The hours logs will also be available online.

- **Block Hours Log:** Each one-hour block is divided into four smaller blocks that equal 15 minutes. An "X" is placed in each block as time is spent on the subject. Some days the actual time is rounded up or down, i.e., 35 minutes rounds down to 30 minutes and 55 minutes rounds up to 60 minutes.
- **List Hours Log:** Each time the student spends time on the subject, the information is recorded on a line. This is repeated for each day work is done. Actual times are rounded as in the block hours log. The student may record as little or as much description as needed.

For a core course (Math, English, Science, History, or Foreign Language) log approximately 150 hours for a one credit course or 75 hours for a 1/2 credit course.

For a science course with a lab log approximately 180 hours for a one credit course.

For an elective course (Bible, PE, Fine Arts, Technology, Electives) log approximately 120 hours for a one credit course or 60 hours for a 1/2 credit course.

- **Converting College Credit to High School Credit:**

Concurrent courses taken through a private or public high school, a tutor, a correspondence course, or community college can earn high school credit. This is also known as dual enrollment. If the student completes a 3-5 credit college course in one semester (100-level or higher), this converts to a one-credit high school course. **We will need at minimum an unofficial transcript from any of the above mentioned institutions in order for the course work to appear on HCCA's transcript.**



## CURRICULUM PLAN

The Curriculum Plan is a very important registration requirement for the High School Program. Parents input information concerning the courses that are planned for the student for the year. This includes the course name, along with the textbook name and publisher or the source of instruction. It also includes a section to indicate which credit approach is chosen for each subject (see above *Credits* section), as well as the number of credits that will be awarded for each subject upon completion. Parents are free to choose the curriculum and style of home schooling that best suits their family. Parents may change curriculum during the school year if they find a course of study isn't working for their student. Curriculum changes are notated on the quarterly reports.

*Please note: The administration reviews the Curriculum Plan, especially at the high school level. HCCA reserves the right to deny credit if a course of study does not meet high school level work.*

## ISSUING GRADES IN HIGH SCHOOL

Letter grades must be issued in each subject at the high school level for transcript purposes. If the student should transfer to a public or private school, that school wants to see letter grades, not "pass" or "fail" or the "S" and "U" system. This also becomes very important if the student is planning to attend college. Colleges require that students have a GPA, which is only possible with letter grades.

The following scale is to be used:

|                 |     |
|-----------------|-----|
| 90-100%         | = A |
| 80-89.9%        | = B |
| 70-79.9%        | = C |
| 60-69.9%        | = D |
| 59.9% and lower | = F |

High Country Christian Academy does not dictate how parents are to issue grades. Following are a few suggestions of how this may be accomplished.

- Give the student quizzes and tests, grading each one using HCCA's grading scale, and then add all of the grades together and divide by the total number of tests to get an average grade for the quarterly reports. Base the grade on a point system for the entire year.

Example:

|                            |                                    |                    |
|----------------------------|------------------------------------|--------------------|
| Chapter reviews -          | 15 points each (10 chapters)       | = 150 points       |
| Quizzes -                  | 20 points each (5 quizzes)         | = 100 points       |
| Semester tests -           | 50 points each (2 tests)           | = 100 points       |
| <u>Research projects -</u> | <u>25 points each (2 projects)</u> | <u>= 50 points</u> |
| Total                      |                                    | = 400 points       |

The grade is then based on the percentage of points earned out of the total possible. If a student earned 300 points, the grade would be determined by dividing 300 by 400, which would be 75%. On HCCA's grading scale that is a C. The parent would need to devise their own point system to fit each course. To determine a monthly grade, use the number of points for assignments already completed for that month, instead of the total points for the entire year.

- Use a variation of the point system to determine which elements of the course are most important. Example: daily work might be worth 20% of the final grade, quizzes might be worth 30%, and tests worth 50%.
- Grades for non-academic subjects may be determined by an overall evaluation of the student's performance as opposed to specific right and wrong answers. This type of grading works well for subjects such as creative writing, sewing, cooking, auto mechanics, art, etc. The grade would be based on competence, skill, or accomplishment.

### Parents need to be honest when assigning grades:

"A" - student has done superior work that is significantly above average.

"B" - above average, beyond just completing assignments.

"C" - student work that meets but does not exceed the requirements.

"D" - work that is inadequate or below average.

"F" - reflects work that falls significantly below average.

## COMPLETED COURSE OF STUDY (CCS)

This online worksheet must be filled out at the end of each academic year, no later than July 5th. This form details the course name, first semester grade, second semester grade, final grade, and credit for the class. The CCS is a required report for all high school students, as this report is used to build the high school transcript. High school students transferring into HCCA from a homeschool setting must fill out this form for each prior year of high school the student has completed. High school students transferring into HCCA from a public or private school will need to complete the Release of Records form instead of completing the CCS. Please see *School Transfers* on page 6 of this handbook for details.

## TRANSCRIPTS

One of the benefits of the High School Program is the formal transcript that the student will receive through High Country Christian Academy. HCCA will prepare the student's academic transcript based on courses on our Graduation Requirements page. The core courses include Bible, Math, Language Arts, History/Social Science, Science, and Foreign Language. Elective courses should be chosen selectively so they do not over-shadow the academic courses. While some electives are required, not all of them should be listed on the transcript.

Parents are encouraged to create an extracurricular page high-lighting the following:

- Community Service/Volunteer Opportunities
- Work Projects
- Part-time Jobs, Apprenticeships, Internships
- Sports, PE
- Theater, Art Work
- Scouts, 4-H, Leadership Training, Civil Air Patrol
- Home Businesses, Entrepreneurial Efforts
- Travel Experiences
- Mission Trips & Projects
- Awards & Achievements

HCCA reserves the right to edit and modify the transcript to best reflect what college admission offices want to see in a transcript.

## TRANSCRIPT REQUESTS

Transcript Requests are made through the form on our website [www.hche.org](http://www.hche.org). We are unable to honor email requests because of tracking purposes. In order for a transcript to be prepared, a Completed Course of Study (CCS) for each high school year needs to have been completed. Please make sure the CCS's are completed online prior to the transcript request, so the transcript request is not delayed.

For students that have taken any concurrent courses through a private or public high school, correspondence course, or a community college, third-party transcripts are required. **In order for courses taken at a third-party institution to appear on the student's HCCA transcript, an unofficial transcript at minimum must be submitted from the above mentioned institution** (i.e. Pikes Peak Community College, College Pathways, etc.). Please make sure we have received the transcripts from any third-party institution so the transcript request is not delayed.

The following policies apply:

- Transcript requests which require regular mail or electronic delivery will be processed in 7-10 business days (up to two weeks).
- When the staff is on a regular scheduled break, the 7-10 business days begins upon their return.
- Regular scheduled breaks are: Summer (which starts approximately May 25 - June 25), Thanksgiving week, Christmas (December 10-Jan 6), and two Spring Breaks (TBD).
- Due to testing, senior preparation, and graduation, we will not process 9th-11th grade requests from April 1 through graduation. Any requests made during this period will be processed starting the week after graduation, regardless of the delivery method requested.
- Transcripts needed faster than 7-10 business days require a rush fee.
- An unofficial electronic copy can be provided to the family at no charge.
- Regular mail delivery without tracking or regular electronic delivery (7-10 business days) is \$5 per transcript.
- Regular mail delivery with tracking (7-10 business days) is \$10 per transcript.
- Rush delivery without tracking (mailed in less than 7 business days) is \$20 per transcript.
- Rush delivery with tracking (mailed in less than 7 business days) is \$25 per transcript.

## **STUDENTS TAKING HIGH SCHOOL COURSES THROUGH ENRICHMENT PROGRAMS**

It is the **parent's responsibility** to be aware of whether or not an enrichment class meets the requirements of a high school credit, according to the requirements listed and explained under the *Credits* section on page 8 of this handbook.

Most enrichment classes fall under the Logging Hours Approach. The hours are recorded *towards* the fulfillment of the credit and once the hours are reached, the credit may be awarded. **Supplemental material may be needed to fulfill a high school credit.**

If an enrichment class uses and completes 75-80% of a high school level textbook written by a reputable publisher, then the course falls under the Textbook Approach as explained under the *Credits* section on page 8 of this handbook.

It is the **parent's responsibility** to assign grades for enrichment classes.

For questions regarding assigning credits and/or grades or about a course meeting HCCA requirements, please contact the Academy at 719-278-9135, ext. 4 or email: CAAdminDirector9-12@hche.org.

## **HIGH SCHOOL STUDENTS APPLYING TO COLLEGE**

When contacting or applying to a college, please state that the student is graduating from a private independent school. HCCA will then mail a copy of the student's transcript directly to the college upon receiving the transcript request. This makes the application process go smoothly.

## **COLLEGES THAT HAVE ACCEPTED HCCA'S TRANSCRIPT:**

Taylor University  
Belhaven College (MS)  
Biola University (CA)  
Calvin College (MI)  
College of the Ozarks (MO)  
Colorado Christian University  
Colorado College  
Colorado Mountain College  
Colorado School of Mines  
Colorado State University  
Colorado State University - Pueblo  
Colorado Technical University  
Concordia University (CA)  
DigiPen Institute of Technology (WA)  
Dordt College (IA)  
Duquesne University (PA)  
Florida Atlantic University  
Fort Lewis College (CO)  
Grace University (NE)  
Hillsdale College (MI)  
Ithaca College (NY)  
John Brown University (AR)  
Kansas State University  
LeTourneau University (TX)  
Loyola University (LA)  
Memorial Hospital School of Radiology (CO)  
Northern Arizona University  
Northwestern College (IA)  
Oral Roberts University (OK)  
Ozark Christian College (MO)  
Pensacola Christian College (FL)  
Pikes Peak Community College (CO)  
Point Loma Nazarene University (CA)  
Regis University (CO)  
Rocky Mountain College of Art & Design (CO)  
Southern Connecticut State University  
Southwest Baptist University (MO)  
Taylor University (IN)  
Texas A & M University  
The Catholic University of America (DC)  
The State University of New York, Potsdam  
Tulane University (LA)  
United States Air Force Academy  
United States Naval Academy  
University of Cincinnati (OH)  
University of Colorado, Boulder  
University of Colorado, Colorado Springs  
University of Hawaii  
University of Northern Colorado  
University of Notre Dame (IN)  
University of Utah  
Willamette University (OR)

# HCCA HOURS LOG FOR HIGH SCHOOL CREDIT

| Student Name: |  |     |  |     |       |     |  |                           |  | Subject:         |  |     |  |     |  |     |  |     |                                    |
|---------------|--|-----|--|-----|-------|-----|--|---------------------------|--|------------------|--|-----|--|-----|--|-----|--|-----|------------------------------------|
| Grade:        |  |     |  |     | Year: |     |  |                           |  | Credit Received: |  |     |  |     |  |     |  |     |                                    |
| 1             |  | 2   |  | 3   |       | 4   |  | 5                         |  | 6                |  | 7   |  | 8   |  | 9   |  | 10  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 11            |  | 12  |  | 13  |       | 14  |  | 15                        |  | 16               |  | 17  |  | 18  |  | 19  |  | 20  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 21            |  | 22  |  | 23  |       | 24  |  | 25                        |  | 26               |  | 27  |  | 28  |  | 29  |  | 30  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 31            |  | 32  |  | 33  |       | 34  |  | 35                        |  | 36               |  | 37  |  | 38  |  | 39  |  | 40  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 41            |  | 42  |  | 43  |       | 44  |  | 45                        |  | 46               |  | 47  |  | 48  |  | 49  |  | 50  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 51            |  | 52  |  | 53  |       | 54  |  | 55                        |  | 56               |  | 57  |  | 58  |  | 59  |  | 60  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     | Elective:<br>60 hrs=.5 credit      |
| 61            |  | 62  |  | 63  |       | 64  |  | 65                        |  | 66               |  | 67  |  | 68  |  | 69  |  | 70  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 71            |  | 72  |  | 73  |       | 74  |  | 75                        |  | 76               |  | 77  |  | 78  |  | 79  |  | 80  |                                    |
|               |  |     |  |     |       |     |  | Core:<br>75 hrs=.5 credit |  |                  |  |     |  |     |  |     |  |     |                                    |
| 81            |  | 82  |  | 83  |       | 84  |  | 85                        |  | 86               |  | 87  |  | 88  |  | 89  |  | 90  |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 91            |  | 92  |  | 93  |       | 94  |  | 95                        |  | 96               |  | 97  |  | 98  |  | 99  |  | 100 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 101           |  | 102 |  | 103 |       | 104 |  | 105                       |  | 106              |  | 107 |  | 108 |  | 109 |  | 110 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 111           |  | 112 |  | 113 |       | 114 |  | 115                       |  | 116              |  | 117 |  | 118 |  | 119 |  | 120 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     | Elective:<br>120 hrs=1 credit      |
| 121           |  | 122 |  | 123 |       | 124 |  | 125                       |  | 126              |  | 127 |  | 128 |  | 129 |  | 130 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 131           |  | 132 |  | 133 |       | 134 |  | 135                       |  | 136              |  | 137 |  | 138 |  | 139 |  | 140 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 141           |  | 142 |  | 143 |       | 144 |  | 145                       |  | 146              |  | 147 |  | 148 |  | 149 |  | 150 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     | Core:<br>150 hrs=1 credit          |
| 151           |  | 152 |  | 153 |       | 154 |  | 155                       |  | 156              |  | 157 |  | 158 |  | 159 |  | 160 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 161           |  | 162 |  | 163 |       | 164 |  | 165                       |  | 166              |  | 167 |  | 168 |  | 169 |  | 170 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     |                                    |
| 171           |  | 172 |  | 173 |       | 174 |  | 175                       |  | 176              |  | 177 |  | 178 |  | 179 |  | 180 |                                    |
|               |  |     |  |     |       |     |  |                           |  |                  |  |     |  |     |  |     |  |     | Science w/lab:<br>180 hrs=1 credit |

CORE COURSES: Math, Language Arts, History, Science, Foreign Language  
 150 hours = 1 credit, 75 hours = .5 credits, 180 hours = 1 credit for science course w/lab

ELECTIVE COURSES: Bible, PE, Fine Arts, Technology, Electives  
 120 hours = 1 credit, 60 hours = .5 credits



**HIGH COUNTRY CHRISTIAN ACADEMY  
2018-19 PARENTAL AGREEMENT**

*Please read carefully before initialing or signing:*

| <b>Initials</b> |  |
|-----------------|--|
|                 | We have read the current Registration Handbook (found online) and agree to the policies set forth by High Country Christian Academy.   |
|                 | We acknowledge High Country Christian Academy's Statement of Faith (found in the Registration Handbook.)   |
|                 | We will pay the application fee & tuition in full at time of registration. We understand there are no refunds once our application has been accepted and full payment will be required.  |
|                 | We will have a minimum of 172 days of study this school year. This can be attained from July 1 of the current year to June 30 of the next year.  |
|                 | We understand that home schooling means the majority of schoolwork is performed at home.   |
|                 | Our child's academic program will include reading, writing, speaking, math, history, civics, honor and use of the flag, the Constitution of the United States, literature, and science at a grade appropriate level.           |
|                 | We are responsible for the detailed records of our student's work and will submit Quarterly Progress Reports by the following dates: October 10-1st quarter, January 15-2nd quarter, April 10-3rd quarter, July 5-4th quarter. |
|                 | We understand that if a Quarterly Report is not received for two consecutive quarters, our child may be withdrawn. There is a \$25 reentry fee and all records need to be completed before reentry.                            |
|                 | We need to keep a copy of the confirmation email of each Quarterly Report for our own records.   |
|                 | High School Only -- We will complete a Completed Course of Study (CCS) for our student at the end of the school year for final verification and for the transcript record.   |
|                 | High School Only -- We will submit a 3rd party transcript by the end of the school year if our student has taken any concurrent courses through a private or public high school, correspondence course, or a college.          |
|                 | We will have our student in grades 3, 5, 7, 9, and 11 tested or evaluated and will submit results to HCCA. HCCA can waive testing in special circumstances.  |
|                 | We will change our information on the website at <a href="http://www.HCHE.org">www.HCHE.org</a> under "Change My Information", if our address, phone number, or email address changes during the school year.                  |
|                 | We will notify HCCA <i>prior</i> to transferring our children to another school or moving out of the area to determine our options with HCCA.  |
|                 | <p>Parent (s) Signatures _____</p> <p>Date ____/____/____</p>  |