



High Country Home Educators

independent SCHOOL

Handbook 2024/2025

A ministry serving home educating families since 1997

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). HCCA is a registered non-public school in the state of Colorado. HCCA does not accept governmental funding of any type.

SERVICES PROVIDED:

- Private school enrollment (no notice of intent required for a school district)
- Academic record keeping
- Highest level of accountability in the state of Colorado
- Official high school transcripts and diploma
- K-8 report cards
- Annual achievement testing grades 3 – 11 (*odd grades only, additional fee required*)
- Home school/curriculum consultation
- Planning and guidance booklets
- Graduation Ceremony available (*additional fee required*)
- Easy transfer of records
- Assistance with scholarships, NCAA athletes, and college admissions
- 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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HCCA Calendar 2024/2025

July

- 1 Beginning of current school year
- 5 Last to enter 2023-2024 fourth quarter/end of year information
- 15 HCCA registration for current school year begins

August

- 5-7 HCEC Registration at New Life Church
- 22 HCCA Orientation Seminar – open to all homeschooling families

September

- 30 End of First Quarter

October

- 1 Late Registration Begins
- 10 Deadline for submitting first quarter reports

November

- 23-30 HCCA office closed for Thanksgiving Break

December

- 8-31 HCCA office closed for Christmas break
- 31 End of Second Quarter

January

- 1-7 HCCA office closed for Christmas break
- 2 Online registration for Testing begins
- 15 Deadline for submitting second quarter reports

February

- 29 Registration deadline for mid-year enrollments

March

- 15 Registration deadline for testing
- 31 End of Third Quarter

April

- 10 Deadline for submitting third quarter reports
- 12-21 Easter Break-Admin office closed

May

- TBA Standardized Testing
- TBA High Country Graduation (Please visit www.hche.org for details)
- 18-31 HCCA Office closed for summer break

June

- 1-25 HCCA Office closed for summer break
- 30 End of Fourth Quarter/End of school year

July

- 5 Deadline for submitting Fourth Quarter reports and final grades for high school students
- 10 HCCA closes out the school year – family portal unavailable

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. In light of this, we at HCCA strongly urge parents to seek God for an understanding of their child's calling. When families aim to understand a child's passion and purpose, they can better prepare the child for the great things God has planned for their lives. Our mission is to partner with families in achieving their academic goals by providing a high standard of excellence in accountability.

ADVANTAGES

HCCA gives home school families the advantage of private school enrollment while maintaining the curricular freedom inherent in home schooling. Families have the advantage of a private school confirming their course of study, and families do not have to report assessment scores, or file a notice of intent with the local school district. Families have official school records, and have more flexibility than traditional correspondence schools, with HCCA offering higher levels of accountability to home schooling families. HCCA operates differently than other independent school in Colorado, because we are a private school as well. Therefore, HCCA provides report cards upon request for grades K through eight, and for high school, we provide official transcripts and a private school diploma. Numerous high schools and colleges have accepted HCCA transcripts. We can assist families with scholarships, college applications, high school and college athletics, and much more.

HISTORY

High Country Home Educators incorporated in 1997. High Country Christian Academy is recognized as an independent private school in the State of Colorado.

HIGH COUNTRY HOME EDUCATORS BOARD

HCCA is governed by the HCHE Board of Directors. Members of the HCHE board include the following couples:

- Ryan and Erica Danielson
- Mike and Wendy Ferguson
- Jason and Kristin Mezey
- Todd and Jennifer Valdois

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

These policies have been established by the HCHE 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. Families who fail to fulfill these policies will maintain an inactive status.

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, private school (CRS 22-33-104(2)(b)). Once enrolled, your children are legally considered private school students and you are subject to the requirements of the private school law. 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, private 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 ensure 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.

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 who are in agreement with our statement of faith. A student is considered to be home schooled if the child’s academic instruction is a parent-led home-based education. 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 need to read the High School Program section of this handbook. It explains graduation requirements, high school credits, grades, quarterly reports, logging hours, and the Completed Course of Study. Email the Academy Director (academydirector@hche.org) with any further questions.

CURRENT FEE SCHEDULE

Tuition - grades K-12, per family	
Regular Registrations (July 15-September 30)	\$115.00
Late Registration (October 1-December 31)	\$140.00
Midyear Registration (January 1-February 28)	\$115.00
High School Tuition - grades 9-12, per student (<i>in addition to family tuition</i>)	\$ 50.00
High School Records Transfer Fee \$50/year (grades 10-12)*	

*High School students in grades 10, 11, and 12, enrolling in HCCA for the first time will be charged a processing fee of \$50 per year for records they need to transfer onto the HCCA transcript. For example, an 12th grader student enrolling in HCCA for the first time will be assessed \$50 for 9th grade, \$50 for 10th grade, and \$50 for 11th grade to transfer curriculum information and credits over to HCCA, and to allow for a full accounting of high school credits and grades needed for a diploma and transcript.

<u>Enrollment Received</u>	<u>Enrollment Processed</u>	<u>Confirmation email to be sent</u>
July 15 th – July 31 st	Aug 1 st – Aug 15 th	On or after Aug 15 th
Aug 1 st – Aug 15 th	Aug 16 th – Aug 31 st	On or after Aug 31 st
Aug 16 th – Aug 31 st	Sept 1 st – Sept 15 th	On or after Sept 15 th
Sept 1 st – Sept 15 th	Sept 16 th – Sept 30 th	On or after Sept 30 th
After Sept 16 th	within 15 days	Within one month of applying
Jan 3 rd – Feb 29 th	Feb 20 th – March 15 th	On or after March 15 th

TUITION PROVIDES:

- Private school enrollment
- Academic record keeping
- Assistance with college and scholarship applications
- HSLDA membership discount
- NCAA athlete assistance for sports
- Parental support
- High school transcript & diploma
- Elementary and middle school report cards
- Achievement test score repository service

ADDITIONAL SERVICES:

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

REGISTRATION

Applications are accepted July 15 – February 28.

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

- Membership in High Country Home Educators (\$50 annually) before enrollment process begins
- Signed parental agreement
- Online payment for tuition and fees
- Completed Curriculum Plan
- 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. If you have any questions or concerns, please contact the Director.

After review of the application, payment, and all documents are submitted, 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 to the family.

FEES / REFUNDS

Registration fees must be paid **in full** at the time of application. Due to processing expenses, once the application is submitted no refunds will be given. All registrations expire on June 30th of the enrolled school year. Students are not enrolled in HCCA until the yearly tuition is paid.

SCHOOL TRANSFERS

If a student is transferring to HCCA from another school, the Release of Records form must be requested, filled out, and submitted to the previous school. That school should then, send the records to HCCA. For high school students, the transcripts from all previous public, private, or home schools are required in order to transfer past courses and credits to the HCCA transcript. In addition, all transcripts for dual enrollment courses and any AP test scores are required. 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 non-public 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 is taught.
- 22-1-108 and 22-1-109 C.R.S. requires that the United States Constitution is studied. Instruction shall begin no later than the seventh grade and continue in high school.

CURRICULUM PLAN

One of HCCA's registration requirements is the Curriculum Plan. Parents input information concerning the courses that are planned for each student for the year. The required course information includes:

- course name
- textbook name and publisher
- all additional books and workbooks that will be utilized
- website details, if using online curriculum
- source of instruction
 - if not the parent, tutor name
 - third party information (i.e., HCEC course, Falcon Aerolab, etc.)

Please be specific as this is your student's academic record. Parents are free to choose the curriculum and style of home schooling that best suits their family. If a parent is creating their own curriculum, all sources of information are required to be listed. If parents are using a tutor, the tutor's name must be listed. Parents may change curriculum during the school year if they find a course of study is not working for their student. *Please note - the administration reviews the Curriculum Plan, so it is important that it be filled out completely.* Parents may save or print the curriculum plan once it is completed.

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." The parents must issue grades for all of the student's completed work; these grades are submitted to HCCA on the quarterly reports. Parents are required 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, parents must use HCCA's grading scale.

- **K-8th Grades**
Letter grades are not required in K-8th, although it is recommended to begin assigning them in 6th - 8th. If traditional letter grades are not used, then parents must assign a grade using the "Satisfactory/Unsatisfactory" scale. The scales are 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 quarterly reporting requirement protects all students in the school by demonstrating that HCCA students receive “basic academic instruction” as required by the law (ref. 22-33-104). The quarterly reports constitute the student’s academic record, so accurate, detailed reports are very important. The following information is required for quarterly reports:

- Attendance for the quarter.
- What was covered/taught for each course - it is very important that you be detailed in reporting what was covered - list topics, chapters, units, hours (if applicable, for high school only), etc. Please do not input information such as “quarter complete,” “40% completed,” “required work completed.”
- Grades are required second and fourth quarters.
- All course or curriculum changes, as well as any course that is completed during the quarter must be noted in the curriculum changes box of the quarterly report.
- A logging hours worksheet must be filled out and uploaded in the family portal each quarter for high school students who are logging hours for any courses.
- For fourth quarter, reporting of final grades is also required for K-8 students; while semester and final grades, and credit earned are required for high school students.

Quarterly reports are located in the HCCA Parent Portal Family Dashboard at <https://fms24.amktech.com/fmi/webd>. To upload *any* document to your family portal use the “Upload Current Test” button in your dashboard. Administration will unlock the Quarterly Report Field at least 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; a late fee of \$10 will be assessed after the deadline, except fourth quarter when the late fee is \$25. The form will be locked after the deadline.** Parents need to save or print a copy of the quarterly report for their own records. Quarterly Reports may be printed from the Quarterly Report Page within the Parent Portal.

Please note: If a quarterly report is not received for two consecutive quarters, the student will be unenrolled and become inactive. There is a \$25 reactivation fee and all records must be completed before reactivation.

<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 have an evaluation at the end of 3rd, 5th, 7th, 9th, and 11th grades. HCCA plans to administer achievement tests in late-April to early May at New Life Church for odd grades 3 through 11. Testing registration 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. All test scores/evaluation results must be submitted when enrolling for the next school year.

INACTIVITY

- If a family pays the application fee, but does not provide the required documentation, the student(s) will remain **unenrolled and inactive** until all documents are submitted and reviewed.
- If a quarterly report is not received for two consecutive quarters, the student will be unenrolled and become inactive. There is a \$25 reactivation reentry fee, a \$10 quarterly late fee, and all records must be completed before reactivation.
- While the student is inactive, HCCA will be unable to fulfill any education verification requests, records requests, transcript requests or report card requests, etc.

CHANGE OF CONTACT INFORMATION

If there is a change of address, phone number, or change in email address, please change your information in the Parent Portal as soon as possible. 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 HCCA@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 the Board: Please respect the staff and Director's privacy and do not call their home or cell phone. Please call the phone line at 719-278-9135 x4, leave a message 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 higher 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 five (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 [HERE](#) or on our website under “High School Program”.

CREDITS

Typically, one year of school work equals one credit hour, and a half year or semester of school work equals a half credit hour. 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. During the registration process, the Curriculum Plan is filled out and there is a field 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 half credit. We recommend completing at least 80% of the textbook in order to earn the specified credit. The textbook must be high school level to receive high school credit.

- **Logging Hours to Determine Credit:**

If a textbook is not used, or if the parent is generating their own course materials and/or pulling together materials from a variety of sources, then use the logging hours approach to determine credit. Generally, one credit equals 50 minutes per day, five days per week, for 36 weeks, per subject. Do not be legalistic in keeping track of hours. The material must qualify as high school level to receive a high school credit. HCCA **only** accepts half (.50) and full (1.00) credits. We do not accept quarter credits, third credits, etc. Hourly log sheets must be uploaded to the family portal every quarter. The course materials must be at a high school level or above to receive high school credit.

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. A science course with a lab cannot earn more than one credit.

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.

For your convenience in record keeping, two examples of hours logs are attached at the end of this handbook. The hours logs are also available online. Log time spent: receiving instruction, doing student work pages, tests, labs, reports/essays, independent reading, educational videos, and field trips.

- **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.
- **Converting College Credit to High School Credit:**
Concurrent courses taken through a private or public high school, a correspondence course, community college, or any post-secondary school 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), the course converts to a one-credit high school course. Students cannot earn more than one credit for any class in high school. **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 the core registration requirement for the High School Program. Parents input information concerning the courses that are planned for the student for the year. The required information includes:

- Course name
- Course description
- Textbook name and publisher and/or the source of instruction if using a website, tutor, or third party institution
- Indication of which credit approach is chosen for each subject (see above *Credits* section)
- The number of credits that will be awarded for each subject upon completion (1.00 or .50 credits).
- Uploading the scope and sequence of a course or a course syllabus is highly encouraged for all high school, honors, Advanced Placement (AP), and dual enrollment courses.
- Honors courses *must* approved by the Academy Director and must utilize an Honors curriculum.
- AP courses cannot be counted as such unless the corresponding AP test is taken and results submitted in the fourth quarter report.

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 is not working for their student. All curriculum changes must be noted on the quarterly reports. If private tutors/teachers are used for any courses, the parent must notate this in the curriculum plan and include the tutor/teacher's name.

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. In addition, if a high school course is taken in eighth grade, the HCCA Director must approve the course to be counted as a high school credit.

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%= B

70-79% =C

60-69%=D

59% and lower = F

Weight Scale for High School Courses

Letter	Range	Regular Courses Grade Points	Honors Courses Grade Points	Advanced Placement Grade Points	College Course (100-level and higher) Grade Points
A	90-100%	4	4.5	5	5
B	80-89%	3	3.5	4	4
C	70-79%	2	2.5	3	3
D	60-69%	1	1.5	2	2
F	59% & below	0	0	0	0

High Country Christian Academy does not dictate how parents 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” - work that meets but does not exceed the requirements

“D” - work that is inadequate or below average

“F” - work that falls significantly below average

TRANSFERRING INTO HCCA

Students transferring into HCCA from a public or private school must submit official school transcripts for all previous years of high school, as well as all testing reports. Students transferring into HCCA from a homeschool education program must submit report cards and core course worksheets for all previous years of high school, as well as all testing and evaluation reports. These forms are found on our website on the *High School* page under the *Independent School option*. In addition, official transcripts will need to be submitted for all dual enrollment courses.

COMPLETED COURSE OF STUDY (CCS)

Final grades and credits must be filled out at the end of each academic year, no later than July 5th. In our HCCA Parent Portal, this step is included in the “*Quarterly Report: Class Info*” section. This is where each quarterly report is filled out. After filling out what was completed for fourth Quarter, continue to the bottom section called, *HS Students ONLY: Completed Course of Study*. Input first semester grade, second semester grade, final grade, and credits awarded for the class, as applicable. If the class was not yet completed, do not complete the final grades and uncheck the box *Include on Transcript/Report Card*. A late of \$25 will be assessed if the CCS is not completed by July 5th.

The fourth quarter report with final grades and credits is required 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 Step 3: Prior Year CCS for each prior year of high school the student has completed. In addition, parents will need to fill out a course description form for each course completed in the homeschool setting. 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/addendum page, as many colleges and universities are looking for well-rounded students. The extracurricular page should highlight 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 reflect most suitably what college admission offices expect to see on a transcript.

TRANSCRIPT REQUESTS

Transcript Requests may be made through the form on our website www.hche.org under *Independent School, High School* and *Transcripts*. We are unable to honor email requests because of tracking purposes. In order for a transcript to be prepared, Quarterly Reports for each high school year needs to have been completed. Please make sure the reports are completed online prior to the transcript request, otherwise the transcript request will be delayed.

For students that have taken any concurrent courses through a private or public high school, correspondence course, a community college, or any post-secondary institution, 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, CCU, etc.). Please make sure we have received the transcripts from all third-party institutions so the transcript request is not delayed. Transcripts may be uploaded directly to your student's profile in the HCCA Parent Portal under *Quarterly Report: Class Info*.

The following policies apply to transcript requests:

- 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 is approximately May 25 - June 25), Thanksgiving week, Christmas (December 10-Jan 6), and up to two weeks for Spring Break (TBD).
- Due to testing, senior preparation, and graduation, we will not process 9th-11th grade requests from April 15 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 \$7.50 per transcript.
- Regular mail delivery with tracking (7-10 business days) is \$15 per transcript.
- Rush delivery without tracking (mailed in less than 7 business days) is \$22.50 per transcript.
- Rush delivery with tracking (mailed in less than 7 business days) is \$30 per transcript

STUDENTS TAKING HIGH SCHOOL COURSES THROUGH ENRICHMENT PROGRAMS

Enrichment programs include any source of instruction that does not take place in the home or with the parent, i.e., HCEC. These types of courses are intended to supplement and compliment the student's home education. Parents are responsible to gauge whether additional home instruction and/or supplementation is needed to fulfill 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.** For example, if the student spends one hour per week in class, they will need an additional four to six hours per week of work in addition to the class time to earn a half credit. HCCA only accepts half and full credits.

If an enrichment class uses and completes 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 all enrichment classes.

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

HIGH SCHOOL STUDENTS APPLYING TO COLLEGE

When contacting or applying to a college, please state that the student is graduating from *a private school*. HCCA will then correspond directly with the college upon receiving the transcript request. This makes the application process go smoothly.

*However, please note that when you fill out the FAFSA, the ACT, or the SAT and they ask you for a school code, HCCA does not have a school code and you must choose "Home School" for the ACT, and either "Home School" or "Private School Not Listed" for the SAT.

- ACT code: 969-999
- SAT codes: 970000 Home School or 000003 for Private School Not Listed

COLLEGES THAT HAVE ACCEPTED HCCA'S TRANSCRIPT:

Arizona State University
Belhaven College (MS)
Biola University (CA)
Boston University
Calvin College (MI)
Cedarville University (OH)
College of the Ozarks (MO)
Columbia University (NY)
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)
Cornell University (NY)
DigiPen Institute of Technology (WA)
Dordt College (IA)
Duquesne University (PA)
Embry-Riddle Aeronautical University
Florida Atlantic University
Fort Lewis College (CO)
Grace University (NE)
Harvard College (MA)
Highlands College (AL)
Hillsdale College (MI)
Ithaca College (NY)
John Brown University (AR)
Kansas State University
LeTourneau University (TX)
Liberty University (VA)
Loyola University (LA)
Memorial Hospital School of Radiology (CO)
Northern Arizona University
Northwestern College (IA)
Ohio State University
Oral Roberts University (OK)
Ozark Christian College (MO)
Pensacola Christian College (FL)
Pierce College (WA)
Pikes Peak Community College (CO)
Point Loma Nazarene University (CA)
Regis University (CO)
Rice University (TX)
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 Master's University (CA)
The State University of New York, Potsdam
Tulane University (LA)
United States Air Force Academy
United States Naval Academy
University of Alabama, Huntsville
University of Cincinnati (OH)
University of Colorado, Boulder
University of Colorado, Colorado Springs
University of Hawaii
University of Michigan
University of Nebraska, Omaha
University of Northern Colorado
University of Notre Dame (IN)
University of Pennsylvania
University of Texas, Austin
University of Utah
Willamette University (OR)
Winthrop University (SC)
Yale University (CT)



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	
61		62		63		64		65		66		67		68		69		70	Elective: 60 hrs=.5 credit
71		72		73		74		75		76		77		78		79		80	
81		82		83		84		85	Core: 75 hrs=.5 credit	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: 120 hrs=1credit
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: 150 hrs=1credit
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: 180 hrs=1credit

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



HCCA HOURS LOG FOR HIGH SCHOOL CREDIT

Student Name:			Subject:		
Grade:		Year:	Credit Received:		
Date	Description	Time Spent	Date	Description	Time Spent
				HOURS FROM PREVIOUS COLUMN	
SUBTOTAL HOURS AND CARRY TO TOP OF NEXT COLUMN			TOTAL HOURS THIS PAGE		

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

2024/2025 SAMPLE PARENTAL AGREEMENT

Please read carefully before initialing or signing:

Initials	
	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 are current members of High Country Home Educators.
	We will pay the application fee & tuition in full at time of registration. We understand there are no refunds once our application has been submitted and full payment will be required.
	We understand that enrollment is complete only after we have submitted a completed curriculum plan for the school year, a copy of the most administered achievement test scores or evaluation results (for students entering grades 4-12), and paid all tuition and fees.
	We will have a minimum of 177 days of instruction per school year. This can be attained from July 1 of the current year to the end 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. This will include grades for each course. A late fee of \$10 will be charge for not submitting Quarterly Reports by the due date.
	We understand that if a Quarterly Report is not received for two consecutive quarters, our child becomes inactive and enrollment is suspended. There is a \$25 reactivation fee and all records need to be completed before reactivation.
	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. There will be a \$25 administrative fee assessed if the CCS is not completed by July 5. The HCCA staff must close out the current school year to open registration for the next school year. Parents only have access to one school year at a time.
	High School Only -- We will submit a third 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 who is enrolled in grades 3, 5, 7, 9, and 11 tested or evaluated and will submit the results to HCCA.
	We will change our information in the HCCA Parent Portal, 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.

Parent(s) Signatures _____

Date ____/____/____