Cornerstone
CHRISTIAN SCHOOLS
ONLINE

Parent/Student Handbook

Cornerstone Christian Schools Online
17702 N.W. Military Hwy
San Antonio, Texas 78257
Toll-Free: (888) 872-8554

CCSOnlinecampus.org

Table of Contents

Introduction

Welcome to CCS Online

Cornerstone Christian Schools Online is an online virtual school grades 3-12 for parents looking for a new option to teach their children at home or from other remote locations. CCS Online serves as a powerful solution for parents looking for the benefits of an online, private Christian school with a nurturing environment and the time-saving features of a computer-based curriculum.

CCS Online provides an environment of intellectual vitality and promotes a love for learning by providing opportunities for students and parents to interact with caring, professional, Christian educators. CCS Online is state and nationally accredited and has the resources and expertise to provide a quality online, virtual school education. The program covers core subjects and electives integrated with Biblical principles and a Christian worldview. Courses are enhanced by degreed/certified Christian teachers responding to parents and students enrolled in the virtual school.

How CCS Online Works

Students enjoy completing their daily schoolwork on the computer, working through scheduled assignments in the CCS Online curriculum. Supported by Ignitia, the curriculum provides students a variety of interactive exercises, movies, animations, and audio clips that add to the learning experience.

Instant-grading features in the software allow students and parents to receive immediate feedback on academic progress. The exception to this is the grading of essays, projects, and reports which are done directly by the teachers. Assignment due dates and past-due notices help keep students on their individualized learning tracks. Our highly qualified teachers enhance learning by providing additional guidance, feedback, and encouragement while monitoring daily progress.

Once students submit completed assignments, our degreed/certified teachers grade written paragraph answers, essays, and projects in addition to monitoring progress in computer-graded assignments. Teachers may also assign extra work or identify problems for students to rework.

Communication between teacher and student is accomplished through notes posted to the student's message box, comments made directly on the assignments, through phone conversations, or through tutoring-type sessions held via our web-conferencing tool.

For accurate placement in the curriculum, administration will set up a plan for each learner. By utilizing previous school records, placement test data, and parent feedback, CCS Online empowers students to begin working on subject units at their learning levels. Each subject (math, science, language, etc.) is comprised of approximately ten learning units covering daily lessons, quizzes, tests, and projects. Students must successfully complete all units in each core subject to accomplish a year's grade level of schooling. Students can work at their own pace (some faster, some slower but within a 10-month school year) in order to achieve subject competency.

Statement of Philosophy & Purpose

CCS Online seeks to serve as an extension of the Christian home and church, when both are in submission to God's authority. In training students, CCS Online follows the guidelines of Deuteronomy 11: 18 –19, which requires that God's words to mankind be taught in all settings, and Proverbs 22:6, which states that through the training of the child the commitment of the adult is developed as well. Further, it is desired that our students know the truth and believe that Jesus Christ is the source of all truth (John 14:6). Therefore, CCS Online is designed to provide Christ-centered, quality education in all disciplines.

CCS Online endeavors to move students from a simple understanding of the love of God to a Holy Spirit filled, intense and abiding personal relationship with Him through Jesus Christ. Nurturing this relationship is done through sharing and discussing the relevance of scriptures as it relates to both the subject content and daily life. In so doing we believe the students will be led to an understanding of the expectations and responsibilities of a life committed to Christ in their school environment, their homes, and their community.

Through a focus on the spiritual, mental, physical, and social development; students are assisted in discovering their unique gifts and talents for use in God's plan for their lives. CCS Online will impact society through the Christ-centered education of the next generation. It is an endeavor to develop a holy, responsible, participatory citizenry within the community. Cornerstone Christian Schools will train students to defend their faith by utilizing their God-given freedoms and be capable of maintaining this nation's Judeo-Christian heritage in the face of all the challenges to it. CCS Online will facilitate the maturation process within a Christ-centered educational environment. In all these endeavors the unifying purpose is a desire to glorify God and to spread the Gospel knowledge proclaiming Him as Lord of all.

Statement of Objectives

GOD
- To develop in the minds of students a respect and love for God.
- To lead students to know God personally and intimately.
- To guide students into a life of obedience to God and His will.

WORLD
- To teach students concerning the world as God's handiwork.
- To show God's sovereignty in His creation.
- To awaken a realization that God has a purpose and plan for each life.

MAN
- To teach a biblical view of man, his origin, nature, history and destiny.

TRUTH
- To show students the unity of all God's truth.
- To aid the student in learning how truth is known.
- To develop in the student an ability to discern truth and error.

VALUES
- To point out that values are rooted in an eternal God.
- To lead students to know what is good and what is evil and to pursue that which is good.
- To help pupils develop an appreciation of the arts.

Cornerstone Christian School Online Statement of Faith

A. The Bible is the infallible Word of God given to man through the inspiration of His Holy Spirit; as such it is our highest source of truth and our final authority. (2 Tim. 3:16 – 17; Hebrews 4:12; 2 Peter 1:20-21)

B. By faith, we believe in the Holy Trinity – Father, Son, and Holy Spirit-as supported by scripture. (Matt. 28:18-19, Matt. 3:16-17)

 1. We believe in God the Father, first person of the Trinity, Creator of all things in heaven and on earth, seen and unseen. He is eternal, omniscient, omnipresent and omnipotent. (Gen 1: 1; Acts 17:24; Colossians 1:16 – 17; Hebrews 1:3).

 2. We believe in Jesus Christ, second person of the Trinity, son of the one true God, the only source of salvation as the propitiation for sinful man. We believe in the life and ministry of Jesus Christ as outlined in the following:

  a. He was born of the Virgin Mary through the Holy Spirit (Matt. 1:23 Luke 1:31).

  b. He is wholly man and wholly God (John 1:1; 1 John 2:22 – 23; 3:16).

  c. He was crucified for our sins, buried and rose again on the third day, ascended into heaven and He sits at the right hand of the Father as judge, advocate and high priest (1 Peter 2:24; 1 John 2:2) (Luke 24:34; Mark 16:19; Romans 8:34).

  d. He will come again to judge the living and the dead and establish the eternal kingdom of God (John 5:24 – 25).

 3. We believe in the Holy Spirit, third person of the Trinity, the divine Paraclete, source of all godly inspiration and sustainer of our faith and spiritual maturity (Romans 8:26-27).

C. We believe in the communion of believers in Christ and in a corporal resurrection of the saved in Christ and the unsaved, the former to eternal life and the latter to eternal damnation (John 5:28-29).

Mission Statement

To develop and train the whole person spiritually, intellectually, physically and socially with unprecedented excellence in a Christ-centered culture.

Vision Statement – Key Verse - Matt. 5:14

"You are the light of the world. A city on a hill cannot be hidden." To facilitate the whole-hearted pursuit of this vision, CCS Online will form a highly qualified, spiritually dedicated faculty and staff supporting a program of excellence in instruction and modeling a Christ-centered life to our students.

Accreditation

Parents have the assurance that the CCS Online curriculum meets national and state standards and is taught by highly qualified and degreed/certified teachers. CCS Online is accredited by The Association of Christian Schools International (ACSI) and AdvancED. Our school is certified by the Texas Private School Accreditation Commission and is recognized as an accredited school by the State of Texas Education Agency (TEA) and the State Commissioner of Education. Cornerstone Christian Schools is afforded all privileges and responsibilities of a state accredited school. CCS has achieved all accrediting standards and works continually to maintain them in our pursuit of excellence of God's glory.

AdvancED is the unified organization of the North Central Association Commission on Accrediting and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. AdvancED creates the world's largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide, educating 15 million students.

General Policy Information

Parent/Guardian's Role

CCS Online is an extension of the Christian Home. We are not, however, homeschooling but rather schooling at home. The parent is partnered with CCS Online faculty and staff. This is a powerful partnership. Parental involvement is necessary to endure our student's success. You are your child's "first-responder" with help for academic questions. Next in line is your online school teacher who will help through the built-in messaging system or student/teacher correspondence. CCS Online teachers are available for (real-time/live-voice) additional assistance via telephone when needed. In our online school parents play two important roles as follows:

Academic Supporter: Parents will need to help the student stay on task, study, and review for quizzes and tests to ensure success. When you receive graded work back from the online school, it is important to use this feedback to guide the student accordingly.

Communicator: Parents must keep the lines of communication open to ensure success. CCS Online commits to be available and responsive to the academic needs of each student. A monthly tracking call (or email) is made each month to keep parents abreast of student progress.

Teacher's Role

Cornerstone Christian Schools Online faculty and staff are ready to meet the needs of your student's total educational experience.

Every faculty member is degreed, certified and teaching in their prospective area. More important than educational training every teacher and staff person at Cornerstone Christian Schools Online is a believer and has accepted Jesus Christ as their personal Lord and Savior. What does this mean for your student? You can expect that all the adults our student interacts with are good Christian role models. The spiritual and life questions your students ask will be answered with sound responses.

Every member of the Cornerstone Christian Schools Online faculty and staff sees their position as ministry and each believes they are appointed by God to serve at our school.

Parents/Guardians and students will be supplied with their teacher contact information and office hours after they have been placed in courses. When a teacher does not answer their phone you may leave them a voice mail message. This message is available to the teacher and your call will be returned within 24 hours. Teachers are also available via email and the messaging system found within the software. Teachers have blocked out office hours, 10-15 hours a week.

Enrollment Agreement

The purpose of this agreement is to provide a mutual understanding of the goals and responsibilities of Cornerstone Christian Schools Online defining the online school parent/student relationship.

CCS Online Responsibility

CCS Online has been developed to support parents and guardians by

1. Helping them fulfill their God-given responsibility to educate their children
2. Accepting students at their current skill level
3. Prescribing a suitable course of study
4. Supplying the curriculum needed for the courses
5. Providing students with academic support and advisement through degreed/certified teachers.
6. Supporting parents with quality technical, administrative, and academic assistance
7. Evaluating, grading/reviewing, recording, and reporting student progress in a timely manner
8. Issuing a diploma upon successful completion of our graduation requirements

The Parent/Guardian's Responsibility

1. To acknowledge that CCS Online curriculum (Alpha and Omega Publications) is written from a Christ-centered Christian world-view in accordance with the CCS mission statement.

2. To guide and motivate the student to complete the course of study prescribed by the CCS Online on a daily basis, with the freedom to creatively enrich the basic studies with additional projects, field trips, and lab work.

3. To supervise their student(s) in such a way that maximum learning and achievement may take place. The parent/guardian is responsible for the child's education. The parent/guardian further understands that the work the student submits to the CCS Online should be the student's solely, independent of any other resources (e.g., answer keys, lesson text, "coaching," etc.).

4. To ensure that their child submits work on a regular basis to allow for ongoing oversight by CCS Online staff.

5. To study and become familiar with the CCS Online orientation materials, curriculum, parent/teacher's manual and to abide by all policies and procedures therein.

6. To pay the full tuition or the first payment plan installment (half) before the CCS Online curriculum is assigned. Tuition payments must be paid as scheduled by the CCS Online Campus. Tuition covers curriculum and services.

7. To help keep the communication lines open by letting CCS Online teachers know when your student is struggling or is frustrated.

8. To acknowledge that students are expected to live a wholesome Christian life. Students will be subject to immediate expulsion for the use of alcohol, illegal drugs, and/or any misuse of prescription drugs. Sexual activity of any kind is not condoned.

9. To acknowledge that their student is not under behavioral probation, suspension, expulsion, or any other behavioral conditions from their previous school. If such previous history was not shared at the time of enrollment but is subsequently learned about a current CCS Online student, that student will not be allowed to remain enrolled at CCS Online.

10. To acknowledge that CCS Online reserves the right to cancel enrollment at any time due to nonpayment of fees, unsatisfactory progress, program abuse or plagiarism, or failure to follow CCS Online procedures.

11. To encourage the student to show courtesy and respect in all communications with the CCS Online staff and teachers.

12. **Please Note:** CCS Online is not staffed at this time to service students with special learning needs. I understand that the registration fee is nonrefundable regardless of placement test results. I have read and understand the cancellation and refund policy. If I choose to cancel or withdraw my student(s), I must notify CCS Online in writing or by e-mail.

CCS Online does not discriminate against applicants on the grounds of race, color, sex, age, national origin, or disability.

Cornerstone Christian School Positions

Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. This belief also accounts for (1) dressing in conformance with one's biological sex; (2) using the restrooms, locker rooms, and changing facilities conforming to one's biological sex. "Biological sex" means the condition of being male or female, which is determined by a person's chromosomes, and is identified at birth by a person's anatomy. Those who reject their biological sex are sometimes referred to as "transgender." Intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of the bounds of marriage between one man and one woman.

We believe that any form of sexual immorality and sexual conduct outside the marital union of one man and one woman (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor. 6:9-10.)

We believe that in order to preserve the function and integrity of Cornerstone Christian Schools (CCS) as an expression of the local Body of Christ, and to provide a biblical role model to the families of CCS and the community, it is imperative that all persons employed by CCS, in any

capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

The Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cornerstone Christian Schools Online.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Schools' faith, doctrine, practice, policy, and discipline, the Senior Pastor of Cornerstone Church is the school's final interpretive authority on the Bible's meaning and application.

Re-Enrollment Policy

Students may be re-enrolled at any time of the year but must be working in at least the tenth unit in all subjects of their current coursework. To complete the re-enrollment process, the parent will need to fill out our re-enrollment form at www.ccsonlinecampus.org. An online staff member will review your student's work from the previous year and contact you to discuss recommendations for the upcoming school year.

Enrollment Cancellation Policy

The CCS Online reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, obvious student cheating, or an identified need for another type of learning environment. Once a student is dismissed, reinstatement is considered only upon application to, and approval by, the administration of Cornerstone Christian Schools Online.

Tuition

The following information provides a basic overview of fees for enrollment in CCS Online.

Registration fees are billed at the time of registration and are non-refundable.

Tuition Payment Plan

CCS Online offers a tuition payment plan for full-time students only, as follows:

      1st payment - 50% due after placement, before curriculum is assigned.
      2nd payment - 50% of Total Tuition - Due in 120 days

Note: Tuition will be paid by debit or credit card only. Credit card information is destroyed immediately after being run and is not stored at CCS Online. As a result, information will have to be collected again at time of second payment.

Registration Fees

Full Time Students

Registration fee is paid per student and is non-refundable.

    $150 – First time student registration fee.
    $100 – Re-enrollment (for returning students – no placement testing.)

Annual Tuition - Full-Time Enrollment:

Tuition (regardless of student age):
    $500 per online (full year) full-credit course.
    $250 per online (half-year) half-credit course.

3rd through 6th Grades
- (Typical load includes 5 subjects: Bible, Math, Language Arts, History, and Science for total of
   $2500 dependent upon total courses)

7th through 8th Grades
- (Typical load includes 5 or 6 subjects: Bible, Math, Language Arts, History, Science and possible
   elective for total of $2500 to $3000)

9th through 12th Grades
- (Typical load includes 7 subjects: Bible, Math, Language Arts, History, Science, and two electives
for $3500 per year dependent upon total courses)

Graduation Fee - $50*
Covers diploma and official transcript.
Optional—*the official graduation ceremony will be held at Cornerstone Church, San Antonio, Texas, typically at the end of May.*
Student coursework must be completed using the guidelines below to be allowed to walk in the physical campus ceremony:
      Unit 3 of all courses must be completed prior to Christmas break.
      Unit 5 (first semester) of all courses must be completed by the last Friday in January.
      Unit 7 of all courses must be completed prior to Spring break.
      Unit 10 (entire courses) must be completed by the last Friday in April.

Seniors must purchase cap and gown individually in addition to the graduation fee. Order information will be sent to seniors in February if the first two deadlines are met.

MAP Testing Fee - $50**
***Mandatory fall and spring testing for all full-time students in grades 3-11*
Lab Fees - $50***
****Chemistry, Physics, and Biology fee for virtual labs on an external website known as Late Nite Labs*

Part-Time Online Students/Independent Courses

Please Note: High school diplomas are issued to full time enrollees only. Part-time students are welcome to take individual courses.

Registration Fee (per student/non-refundable)**:**
    $100 – Part-time (no placement)
    $150 – Part-time (if placement test is needed)

Tuition:

*(*Part-Time students may register for .5 to 3.5 courses. High school diplomas are not issued to part-time students.)
    $500 per online (full year) full-credit course.
    $250 per online (half-year) half-credit course.

*CCS Online pricing is subject to change without notice.

Withdrawal
Any request for withdrawal must be made in writing. Registration fee is non-refundable. Tuition refunds are available up to 60 days after first date of coursework and are allowed on the following basis: 0-60 days: Upon written withdrawal, 100% refund less units opened (pro-rated fee). No refunds are given after 60 days.

Note: CCS Online reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, lack of integrity, or a need for a different learning environment for the student. Once a student is dismissed, reinstatement is considered only upon application to, and approval by, the administration of Cornerstone Christian Schools.

CCS Online Policies

Achievement Testing

CCS Online is pleased to offer our students the Measurement of Academic Progress (MAP) test through the Northwest Evaluation Association (NWEA). Beginning with the 2015-16 school year, all full-time students in grades 3-11 are required to take this online achievement test in both the fall and the spring. This information may be helpful to show accountability to local school boards or state departments of education.

MAP is a nationally normed, nationally accepted achievement test delivered to the online school students through the home computer. Parents do not have to find a proctor (a supervisor of exams). MAP can be proctored by the parent. Web-based testing means faster testing times and quicker results. See Financial Information for the testing fee.

Please note that CCS Online utilizes standardized test data for program development, therefore, test scores do not impact students' grades in any way.

Academic Schedule

CCS Online does not have a "traditional" school year. Each course is designed to be completed in a maximum 10-month time frame (5 months for a semester course). Students who wish to move at a faster pace may schedule extra time during the week or on weekends; however, we caution students not to rush through the curriculum, and teachers/administration can impose a block on work at any time there are concerns.

Each unit typically takes three to four weeks to complete. This time may vary according to the length of the unit, individual student ability, daily scheduling, and the difficulty of the material. You may need to vary scheduling for each subject so that your student can complete all assigned units within the appropriate timeframe. The curriculum itself records time spent working on the curriculum. CCS Online teachers can easily see that daily work is done.

Grading Scale (for all grade levels)

A	=	90-100%
B	=	80-89%
C	=	74-79%
D	=	70 -73%
F	=	Below 70%

IMPORTANT: Semester grades for High School (9th-12th) students are determined by averaging the first five units for semester 1 and the last five units for semester 2. If either semester is failed, the student will need to repurchase and repeat the failed portion for transcript credit.

Elementary and Middle School student grades are based on the overall year's average.

Weighting System

A unit's weight is one-tenth of the yearly average.

Tests are 35% of the unit average.

Quizzes are 30% of the unit average.

Projects are 25% of the unit average.

Lessons are 10% of the unit average.

*Because students are allowed up to 5 attempts on any given lesson in order to achieve mastery, the lessons are weighted much less than any other category.

Failed Course Policy/Calculation of Grades

Generally speaking, if a student fails a course, the course will need to be repeated until the student passes. At the elementary level, it is critical that a student master the concepts and skills at each level because they are foundational for the next. At the high school level, a course needs to be repeated to meet particular credit requirements on the official transcript. CCS Online looks at failing high school courses by semesters. Semesters are figured by averaging units 1-5 and units 6-10. If a high school student fails a semester, he/she will be required to retake that semester for credit. If an elementary or middle school student fails a course, there will be a determination as to whether the entire year needs to be repeated or just a semester.

Clearing/Retake Policy

1. Lessons will be re-assigned until the student reaches at least 70% on that lesson, with a maximum number of attempts not to exceed five.

2. Retakes are not granted for quizzes. Students must be prepared before opening the quiz.

3. Alternate tests will only be assigned at the discretion of the online teacher, typically when an entire unit was failed as the result of a failed unit test. The percentage earned on the poor test grade will be averaged with the alternate test.

Academic Interaction

1. While on the internet, students are NOT to give their name, home address, school Internet address, e-mail address, passwords, or telephone number to any other student, relative, or acquaintance of anyone else enrolled in CCS Online. The student or parent must report any questionable contact with another user to CCS Online at 888-872-8554.

2. No student is to share his/her work with another student.

3. Students must show courtesy and respect in all communications with CCS Online staff. Teachers and administrators should be referred to with the appropriate salutation (i.e., Mr., Mrs.)

4. Students must obey all CCS Online rules while enrolled in the online school.

Program Abuse

Program abuse is evidenced in a number of different ways. It primarily occurs when students pursue alternative ways of completing the coursework outside the conventional use of the software/curriculum as understood by both the parent and the student through CCS Online communications in the form of the handbook or department policy.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without previewing the test, and then complete those quizzes and tests independent of "outside" resources of any form (i.e., notes, etc.). In other words, during assessments, students are to rely solely on their mental preparations for that assessment.

When program abuse has occurred, a determination is made regarding the student's coursework. Depending on the form and extent of the abuse, consequences can range from clearing the coursework for resubmission to dismissal from the program.   In general, however, we have a "3 strikes you're out" policy. If a student is caught cheating or plagiarizing on an assignment/quiz/test, the student is given a 0 on the assignment, and student/parents are notified. If it happens a second time, another 0 is given and a warning to parents that a 3rd time could result in expulsion from the program.

Plagiarism

Definition: Plagiarism is submitting work that is a close imitation of the words of another author and without proper documentation. Students must put material from another source "into his/her own words" and must then document the thoughts and opinions originating from that source. Only when *exact wording* is placed in quotes is it okay to use that *exact wording* in a paper or project.

Students will be required to sign a "No plagiarism commitment" before receiving a log in and password for coursework. Students will be held accountable in ALL subjects on ALL projects and assignments.

CCS Online, in partnership with the parents of our students, is committed to ensuring that students are properly equipped to follow accepted guidelines of research, properly cite sources used, able to put resource material into his/her own words, and receive appropriate feedback and consequences when they fail to do so. A resource called Turnitin.com is used by CCS Online teachers to identify exactly from where exact wording was taken, as well as the percentage of similarity for each report.   Students will receive a grade of zero and a parental call is made. Repeat offenses are considered academic integrity and can result in expulsion from the program.

Support and Contact Information

Contact Information

CCS Online is not restricted in its course offerings by traditional factors such as student enrollment or class demand. Each class session is composed of one student and one teacher. Students may enroll full-time or part-time in our comprehensive curriculum. If you are interested in enrolling in CCS Online and have further questions, please contact:

Assistant to the Online Principal directly at **210-572-1033** or **Toll Free at 1-888-872-8554** (8am to 4pm CST)

Ignitia Tech support at 1-877-251-6662 or 1-800-735-4193
Tech support available 7am to 5pm CST Monday thru Friday

Email: ccsonline@sa-ccs.org

Administrative Services

CCS Online Administrative Services is available to provide direction and help related to the following:

- Official enrollment verification for private online school reporting
- Grade reports for eligibility requirements
- Transcripts
- Graduation information
- Registration and enrollment processing
- Curriculum and tuition payments
- Evaluation of new student transcripts and placement into CCS Online curriculum
- Re-enrollment recommendations for an academic year
- Four-year course-planning for high school graduation
- General ACT/SAT college entrance test information

Course Offerings for Grades 3 Thru 12

Course Offerings 3rd-8th Grade

Bible

Provides a developmental and in-depth academic study of the teachings of the Old and New Testaments that fits broadly within an "Evangelical Protestant" position. It covers a variety of biblical material in order to assist the student in the development of a Christian life-view and the integration of this view into academic studies and practical living. Strands including Theology, Attributes of God, Biblical Literature, Biblical Geography, Christian Grown and Christian Evidences are covered on most grade levels. In addition, each grade level places special emphasis on a unique study. Not only does the curriculum provide a complete Bible survey, it also uses Book Studies to teach students study methods. A variety of multi-media resources (audio, video and animation presentations) compliments the text material and assist students in understanding abstract concepts.

3rd Grade – Introduction to the Bible
4th Grade – Christian Discipleship
5th Grade – Christian Basics
6th Grade – Bible Survey
7th Grade – Christian Basics II & Life of Christ
8th Grade – Practical Christianity & Church History

History & Geography

Is presented in a reading based format and utilizes a combination of on-and off-computer assignments. The program is presented with the goal of developing in students an understanding of and appreciation for God's activity as seen in the record of man and his relationships. The use if primary sources of history (photos, videos, recordings) is a valuable means of introducing students to actual historical documents, speeches, etc. This allows them to "view" the events of history in context. The following content strands are included; Geography, History, Government and Citizenship, Economics, Social Studies Skills and Special Topics. Geography focuses on both world and American geographic distinctives. History includes World History and the History of Religion while Social Studies Skills are incorporated in Map Reading. Research Skills and the Historical Method. Special Topics consist of Career Preparation and Financial Management which guide the students in practical life skills.

3rd Grade – U.S. Communities
4th Grade – World Geography
5th Grade – History of the Western Hemisphere
6th Grade – World History & Culture
7th Grade – Social Science Survey & State History (Texas students only)
8th Grade – U.S. History

Language Arts

Is a comprehensive curriculum focusing on the sequential development and integration of communication in reading, writing, listening and speaking. The program targets these skills by delivering a combination of on and off computer assignments. Grades 3-6 weave these skill topics together within units, whereas, in the upper grades, the skills are treated more discretely unit by unit. Content strands in Reading include Vocabulary, Comprehension skills and Literature studies. Book report projects are interspersed across grades 3-8. Upper grades provide instruction intended to equip students to effectively analyze, interpret and appreciate varieties of literature. Content strands in Writing include Spelling, Grammar and Composition. Spelling lessons appear in every unit grades 3-8. Grades 7-12 cover sentence structure; verb forms; phrases and clauses; usage and sentence reduction and expansion. Composition skill are taught and reinforced throughout the curriculum in all grade levels providing opportunities for students to apply principles of grammar and usage in written assignments. Speaking and listening skills introduced as vital components of effective communication and are taught as specific skills in grades 7-12 including topics such as conversational etiquette, note taking, interviewing, and preparing, delivering and evaluating speeches.

3rd Grade – Reading and Sentence Building
4th Grade – Word Study: Grammar Skills, Composition
5th Grade – Literature, Poetry, Reports
6th Grade – Reading for a Purpose: Sentences & Poetry
7th Grade – Composition & Literature
8th Grade – Speaking & Writing Skills

Mathematics

3-12 is a fully comprehensive math curriculum designed to meet and exceed necessary standards at all grade levels. Content strands include Number skills, Geometry, Algebra, Statistics and Pre-Calculus. Number skills are developed throughout the elementary grades with emphasis on basic operations, whole numbers, fractions & decimals as well as estimation and rounding skills. Emphasis is also given to application and story problems throughout. Geometry is integrated into all grade levels, reinforcing and extending the numeric skills the student is working on. Algebra preparation begins in sixth & seventh grade with eighth grade expanding on these skills. The study of Statistics is integrated throughout the curriculum, beginning with simple charts and graphs in the elementary grades, and moving on to the formal study of statistical measures throughout the high school curriculum.

3rd Grade Math
4th Grade Math
5th Grade Math
6th Grade Math
7th Grade – Pre-Algebra and Pre-Geometry Concepts
8th Grade – Pre-Algebra

Science

Focuses on the development of observational skills while studying the physical universe which God created. The elementary and Jr high grades (3-8) preset each area of science in an independent survey basis, usually unit by unit. The major strands that flow through the lower curriculum and into specific classes are Life Science, Earth and Space Sciences, Physical Sciences and nature of Science. Life Science covers Plants and Animals, Human Anatomy and Personal Care. Earth and Space Sciences includes the topics of Geology, Weather and Space. Physical Sciences contain concepts in Chemistry and Physics and the Nature of Science incorporates the Scientific Method, Experimentation and Technology.

3rd Grade – Plants & Animals; Energy
4th Grade – Changes in Matter; Solar System & Planet Earth
5th Grade – Life Cycles: Balance in Nature
6th Grade – Plant & Animal Behavior; Molecular genetics & Chemical Structure
7th Grade – General Science I
8th Grade – General Science II

Possible electives for lower grades (at additional cost):

Health Quest   Grades   6-8

     Health Quest is a health science elective course made up of 5 units for upper elementary and junior high students. The curriculum introduces students to the concepts of what good health is, why good health is important, and what students should do in order to achieve good health.

Keyboarding and Applications   Grades   5-7

     Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

Elementary Spanish   Grades   4-5

     A five-unit Spanish course for upper elementary students focusing mainly on vocabulary words.

8th grade students in good standing will be allowed to take a high school course for credit.

Course Offerings for 9th-12th Grade

BIBLE

9TH-New Testament Survey	10th-Old Testament Survey	11th- Bible Doctrine	12th-Christian Faith & Living
1. Introduction To The New Testament 2. The Gospels 3. The Acts Of The Apostles 4. The Pauline Epistles 5. The General Epistles 6. The Revelation Of Jesus Christ 7. Biblical Literature: Job And Suffering 8. How To Share Christ With Your Friends 9. God's Will For Your Life 10. Review	1. Creation To Abraham 2. Abraham Through Joseph 3. The Exodus And Wanderings 4. Israel In Canaan 5. The Judges And Spiritual Decline 6. The Kingdom 7. The Divided Kingdom 8. The Remaining Kingdom 9. The Captivity 10. The Restoration	1. The Faithfulness Of God 2. Romans Part I 3. Romans Part II 4. The Doctrine Of Jesus Christ 5. The Nation Of Israel 6. The History Of The Canon 7. Friendship, Dating, And Marriage 8. The Pursuit Of Happiness 9. Apologetics 10. Review	1. Knowing Yourself 2. Christian Ministries 3. Choosing A Ministry 4. Godhead 5. The Attributes Of God: Holiness And Goodness 6. The Epistles Of James And John 7. Biblical Literature (Daniel) 8. Comparative Religions 9. Wisdom For Today's Youth 10. Practical Christian Living

HISTORY

9th-World Geography	10th-World History	11th-American History	12th-Government & Economics
1. Introduction To Geography 2. Human Geography 3. North America 4. Central America, South America, And The Caribbean 5. Oceania, Australasia, And Antarctica 6. Western Europe 7. Eastern Europe And Russia 8. Sub-Saharan Africa 9. North Africa And Southwest Asia 10. Central, South, East, And Southeast Asia	1. Ancient Civilizations I 2. Ancient Civilizations Ii 3. The Medieval World 4. Renaissance And Reformation 5. Growth Of World Empires 6. The Age Of Revolution 7. The Industrial Revolution 8. Two World Wars 9. The Contemporary World 10. Ancient Times To The Present	1. Foundations Of The American Republic 2. Development Of Constitutional Government 3. National Expansion 4. A Nation Divided 5. A Nation Divided And United 6. United States Involvement At Home And Abroad 7. The Search For Peace 8. A Nation At War 9. Contemporary America 10. United States History Review	1. International Governments 2. United States Government 3. The American Party System 4. History Of Governments 5. The Christian And His Government 6. Free Enterprise 7. Business And You 8. The Stock Market 9. Budget And Finance 10. Banking 11. International Issues

ENGLISH

9th-English 9	10th-English 10	11th-English 11	12th-English 12
1. The Structure Of Language 2. The Nature Of Language 3. Words And Writing 4. Paragraphs, Essays, And Research Reports 5. Short Stories 6. Structure And Meaning In Prose And Poetry 7. Communication 8. Drama 9. Studies In The Novel 10. Review	1. Language Structure 2. Writing Effective Sentences 3. Writing And Reading Skills 4. Speaking And Listening 5. The Development Of English 6. The Short Story 7. Studies In The Novel 8. Drama 9. Poetry 10. Review	1. Learning And Using Standard English 2. Sentence Elements 3. Clear Connections: A Writing Workshop 4. Meaning And Main Ideas 5. Poetry 6. Nonfiction 7. American Drama 8. The American Novel 9. Research 10. Review	1. The Worth Of Words 2. The Structure Of Language 3. Reading And Research 4. Language, God's Gift To Man 5. Medieval English Literature 6. Elizabethan Literature 7. 17th- And 18th-Century English Literature 8. Romantic And Victorian Poetry 9. Creative Writing 10. Review

SCIENCE

9th-Earth & Space	10th - Biology	11th-Chemistry	12th-Physics
1. Dynamic Structure of Earth 2. Forces and Features of Earth 3. Features of Earth's Crust 4. Shaping Earth's Crust 5. Earth's Water 6. Earth's Atmosphere 7. Earth's Weather and Climate 8. Astronomy 9. Space 10. Review	1. Taxonomy: Key To Organization 2. Chemistry Of Life 3. Cells 4. Cell Division And Reproduction 5. Genetics: God's Plan Of Inheritance 6. Microbiology 7. Plants: Green Factories 8. Human Anatomy And Physiology 9. Ecology, Pollution, And Energy 10. Principles And Applications Of Biology	1. Measurement And Analysis 11. Starting The Investigation: How To Identify Elements, Compounds, And Mixtures 12. Exploring Laws For Gases And Conservation Of Mass 13. The Discovery Of Atoms: Nature's Building Blocks 14. Molecular Structure 15. Chemical Reactions, Rates And Equilibrium 16. Equilibrium Systems 17. Carbon Chemistry: Hydrocarbons 18. Carbon Chemistry: Functional Groups 19. Chemistry Review	1. Motion and Forces 2. Kinematics 3. Dynamics 4. Work And Energy 5. More Work and Energy 6. Waves 7. More about Waves 8. Electricity and Magnetism 9. Static Electricity 10. Review

MATH

9th-Algebra I	10th-Geometry	11th-Algebra II	12th-Pre-Calculus
1. Foundations Of Algebra 2. Linear Equations 3. Functions 4. Inequalities 5. Linear Systems 6. Polynomials 7. Exponential And Radical Functions 8. Quadratics 9. Rational Expressions 10. Probability And Statistics	1. Introduction 2. Logic 3. Angles And Parallels 4. Congruent Triangles And Quadrilaterals 5. Similar Polygons 6. Circles 7. Area And Volume 8. Coordinate Geometry 9. Transformations 10. Review	1. Set, Structure, And Function 2. Numbers, Sentences, And Problems 3. Linear Equations And Inequalities 4. Polynomials 5. Algebraic Fractions 6. Real Numbers 7. Quadratic Relations And Systems 8. Exponential Functions 9. Counting Principles 10. Review	1. Relations And Functions 2. Functions 3. Trigonometric Functions 4. Circular Functions And Their Graphs 5. Identities And Functions Of Multiple Angles 6. Application Of Trigonometric Functions 7. Inverse Trigonometric Functions And Polar Coordinates 8. Quadratic Equations 9. Probability 10. Calculus And Review

FOREIGN LANGUAGE (2 consecutive. years required)

Spanish I	Spanish II
1. Amigos En El Mundo 2. Amigos En Ee.Uu. 3. Amigos En México 4. Amigos En Argentina 5. Amigos En Honduras Y El Salvador 6. Amigos En Puerto Rico 7. Amigos En España 8. Amigos En Cuba 9. Amigos En La República Dominicana 10. Amigos En Panamá	1. Amigos En El Mundo 2. Amigos En Chile 3. Amigos En Venezuela 4. Amigos En Perú 5. Amigos En Colombia 6. Amigos En Guatemala 7. Amigos En Bolivia Y Ecuador 8. Amigos En Costa Rica 9. Amigos En Paraguay Y Uruguay 10. Amigos En Nicaragua

PHYSICAL EDUCATION (1 Credit Required)

Physical Fitness (.5 credit)	Physical Educ (.5 credit)		
1. An Overview Of Fitness 2. Flexibility Training 3. Cardiovascular Fitness 4. Resistance Training 5. Motivation And Mindset	1. Course Overview 2. Defining Physical Fitness 3. Principles of Training 4. Project: Principles of Training 5. Risk Factors and Behaviors 6. Project: Risk Factors and Behaviors 7. Balance and Flexibility 8. How the Heart Works 9. Project: How the Heart Works 10. Muscular Strength and Endurance 11. Evaluating Your Fitness Level 12. Nutrition 13. Project: Nutrition 14. Weight Management 15. Responsible Choices 16. Project: Responsible Choices	17. Handling Your Stress 18. Exercise Safety 19. Soccer 20. Project: Soccer 21. Basketball Overview 22. Project: Basketball Overview 23. Understanding Football 24. Project: Understanding Football 25. Modern Baseball 26. Project: Modern Baseball 27. Baseball History 28. Project: Baseball History 29. Volleyball 30. Project: Volleyball 31. Title IX and Gender Issues in Sports 32. Project: Title IX and Gender Issues in Sports 33. Olympics 34. Project: Olympics	35. Controversy in the Olympic Games 36. Project: Controversy in the Olympic Games 37. Golf 38. Project: Golf 39. Tennis 40. Swimming 41. Project: Swimming 42. Gymnastics 43. Running 44. Project: Running 45. Race-walking 46. Careers in Sports 47. Project: Careers in Sports 48. Test 49. Glossary and Credits

FINE ARTS (1 Credit Required)

Music Theory (.5 credit)	Digital Arts (.5 credit)	Digital Arts	Digital Arts
1. Rhythm And Meter 2. Notation And Pitch 3. Scales And Key Signatures 4. Harmony 5. Making Music **Music Appreciation** (.5 credit) 1. Discovering Music 2. Music Fundamentals 3. Beginnings Of Music 4. Developing Music 5. Modern Music	1. Course Overview 2. Introduction to Digital Arts 3. Project: Introduction to Digital Arts 4. Why Do We Study Digital Art? 5. Digital Art as Mass Communication 6. Project: Digital Art as Mass Communication 7. Citizen Media 8. Project: Citizen Media 9. What is Digital Photography? 10. Project: What is Digital Photography? 11. How the Digital Camera Works 12. Project: How the Digital Camera Works 13. Shooting Technique 14. Project: Shooting Technique 15. Types of Photography 16. Digital Image Editing 17. Digital Image Editing Software	18. Photoshop Express 19. Project: Photoshop Express 20. Show and Tell 21. Project: Show and Tell 22. Audio Recording and Playback 23. Analog vs. Digital Audio 24. Digital Audio Editing 25. Project: Digital Audio Editing 26. 2D Animation 27. 3D Animation 28. Project: 3D Animation 29. 3D Animation - More Than Entertainment 30. Digital SFX for Film and Video 31. Project: Digital SFX for Film and Video 32. Digital Video Revolution 33. Project: Digital Video Revolution 34. Digital Cinematography 35. Post Production 36. What's Next?	37. Project: What's Next? 38. Web Basics 39. Introduction to Web Design 40. Project: Introduction to Web Design 41. Websites - Mixing Light Entertainment with Income Generation 42. Project: Websites - Mixing Light Entertainment with Income Generation 43. Digital Gaming - A Brief History 44. Gaming Today 45. Virtual Reality - Practical Applications 46. Virtual Reality - Cutting Edge 47. Project: Virtual Reality - Cutting Edge 48. The Future of Digital Arts 49. Project: The Future of Digital Arts 50. Glossary and Credits

ELECTIVES (2 credits required)

American Literature	Personal Financial Literacy	The Civil War	College Planner
1. Early American Literature 1600-1800 2. The Romantic Period 1800-1855 3. War And Reconciliation 1855-1915 4. The Modern Age 1915-1946 5. From Modern To Postmodern 1946-Present	1. Financial Responsibility and Decision Making 2. Careers and Income 3. Money Management 4. Saving and Investing 5. Credit, Debt and Consumer Skills	1. The Pre-War Years 2. The Early Years 3. Turning Point 4. War In The South 5. Reconstruction Of A Nation	1. My Educational Future 2. Choosing A College 3. Entrance Exams And Applications 4. Paying For College 5. Non-College Options

Essentials of Business			
1. Course Overview 2. Principles of Training 3. Your Role in Business 4. Project: Your Role in the Business 5. Business Career Choices 6. Project: Business Career Choices 7. Selling Yourself 8. Project: Selling Yourself 9. Market-Based Economy 10. Business Economics Wants vs. Needs 11. Unlimited Wants vs. Limited Resources 12. Project: Unlimited Wants vs Limited Resources 13. Human Resources	14. Marketing and Advertising 15. Project: Marketing and Advertising 16. Sales Techniques and Careers 17. Project: Sales Techniques and Careers 18. Business Structures 19. Management 20. Finance Options, Credit Use, and Banking 21. Project: Finance Options, Credit Use, and Banking 22. Recordkeeping Money and Asset Management 23. Consumer Rights 24. Project: Consumer Rights	25. Business Leadership Skills 26. Project: Business Leadership Skills 27. Group Dynamics in the Business Setting 28. Team-Building Skills in Business 29. Business Ethics 30. Project: Business Ethics 31. Business Etiquette 32. Methods of Business Communication 33. Verbal and Nonverbal Business Communication 34. Business Letters and Memos 35. Project: Business Letters and Memos	36. Business Presentations and Delivery 37. Business Technology 38. Use of Technology in Business 39. Project: Use of Technology in Business 40. Channels of Business Communication 41. Role of Future Business Leaders of America 42. Project: Role of Future Business Leaders of America 43. Glossary and Credits

Foundations for Living	High School Health	Math Models with Applications	Bus Computers Information Systems
1. What Is A Biblical Worldview? 2. Presuppositions 3. The Doctrines Of The Bible 4. God's Creation 5. Head Of The Family 6. The Bible And Marriage 7. Dating To Matrimony 8. Christian Education 9. Art, Music, And Politics 10. Putting It All Together	1. Body Essentials 2. Physical Health 3. Social And Mental Health 4. Preventative Health Care And First Aid 5. Responsible Living	1. Basic Math Review 2. Personal Finance 3. Statistics 4. Taxes And Insurance 5. Banking Services And Investments 6. Banking And Credit Costs 7. Purchase And Sale Of Goods 8. Leisure, Travel, And Retirement 9. Job Related Services 10. Math Review	1. Communication Skills 2. Business Technology 3. Word Processing 4. Spreadsheets 5. Databases 6. Telecommunications Technology 7. Desktop Publishing Technology 8. Presentation Technology 9. Computer Networks 10. Computer Operating Systems

State History	20th Century American History	Trigonometry	Speech
1. Course Overview 2. Introduction to State 3. Getting Around State 4. State's Government and Leaders 5. State's Time Line *50 States Available Content varies according to the State chosen	1. Coming Of Age 2. Modern America Emerges 3. Boom To Bust 4. World War Ii And The Cold War 5. Change, Continuity, And Conflict	1. Right Triangle Trigonometry 2. Graphing And Inverse Functions 3. Analytic Trigonometry 4. Trigonometric Applications 5. Polar Coordinates	1. Communication Foundations 2. Language Characteristics 3. Interpersonal Relationships 4. Understanding Groups 5. Presenting & Interpreting Public Messages

High School Information

General High School Course of Study

Recommended Diploma = 26 credits

High School – Grades 9-12

Recommended	
English	4
Social Science	4
Bible	4
Math	4
Science	4
PE/ Physical Fitness or Health	1
LOTE (Lang other than Eng)	2
Electives (including Speech)	2
Fine Arts	1
Total Credits	26

*One credit equals one year-long course or two semester courses.

Total hours required to graduate are 26 credits. To graduate from CCS Online, at least five (5) consecutive credits must be earned from CCS Online. (See graduation requirements below.) Students are earning a diploma according to the state requirements of Texas.

Graduation Requirements

Twenty-eight (26) credits are required for a Recommended Diploma.

High school students contemplating college should take college entrance tests in their junior (11th) or senior (12th) year. Check with the college(s) of your choice to see which test is preferred. The two most common are the American College Testing (ACT) Assessment and the SAT (Scholastic Aptitude Test). Information and registration can be accessed through a local high school or online at **www.act.org** for the ACT or **www.collegeboard.com** for the SAT. The CCS Online school identification code is **446022.**

Graduation Ceremony - Optional
Each senior graduating from CCS Online has the option of participating in the official graduation ceremony which is held at Cornerstone Church, San Antonio, Texas. This ceremony is typically held at the end of May.

Student coursework must be completed using the guidelines below to be allowed to walk in the physical campus ceremony:
> Unit 3 of all courses must be completed prior to Christmas break.
> Unit 5 (first semester) of all courses must be completed by the last Friday in January.
> Unit 7 of all courses must be completed prior to Spring break.
> Unit 10 (all courses must be completed) by the last Friday in April.

Seniors must purchase cap and gown individually in addition to paying the graduation fee.

Course Credits

A unit of credit is awarded in a subject when the course is successfully completed. One-half credit would be awarded for 5 units, and one full credit would be awarded for 10 units of work. A half-credit course typically takes one semester (3-5 months) to complete, and a one-credit course takes approximately two semesters (approximately 8-10 months) to complete.

To graduate within four years, students should be enrolled in approximately 7 credits each year. Additional credits may be earned for courses taken outside of the online school, as long as the courses meet the requirements as outlined below.

Part-time student status includes all who register for 1-3.5 classes while enrolled as full-time students in another academic program. A CCS Online part-time student may be required to take a placement test and submit a transcript. Upon completion of the course(s), the online school will prepare a transcript for the primary school or parent of the student reflecting individual courses taken, but no diploma can be earned from CCS Online as a part-time student. The transcript of a part-time student will reflect only those courses taken at CCS Online.

Transfer credits taken prior to CCS Online enrollment are accepted based on official transcripts and placement test results. Students who have taken high school courses through homeschooling must show mastery on diagnostic tests in order to receive transfer credits. Credits from non-accredited schools and homeschooling will be listed on the transcript as pass/fail for credit (rather than with a letter grade). Documentation of attendance and evaluation of mastery will be required for all courses, including those not tested. All credits should be verified by an official transcript received from the transferring school.

Outside Credit Approval (OCA)

Outside Credit is no longer being accepted at CCS Online. (Only courses approved in advance by administration and verified by a school transcript will be accepted.) Transfer credits from another school when a student first begins with CCS are accepted.

HIGH SCHOOL DIPLOMA PLAN SHEET 2019 grads and later

English – 4 Credits Required for Graduation

Sem 1	Sem 2	Course	Grade	Credit
		Basic English	8-9	0
		English 9	9	1
		English 10	10	1
		English 11	11	1
		English 12	12	1

History – 4 Credits Required for Graduation

Sem 1	Sem 2	Course	Grade	Credit
		World Geog	9-11	1
		World History	9-11	1
		US History	10-11	1
		US Govt.	11-12	1/2
		Economics	11-12	1/2

Math – 4 Credits Required for Graduation

Sem 1	Sem 2	Course	Grade	Credit
		Pre-Algebra	8-9	0
		Essentials of Math	n/a	0
		Algebra I	9-10	1
		Geometry	10-11	1
		Math Models w/App	n/a	1
		Algebra II	11-12	1
		Pre-Calculus	12	1
		Trigonometry	12	1/2

Fine Arts – 1 Credit Required for Graduation

Sem 1	Sem 2	Course	Grade	Credit
		Music Theory	n/a	½
		Music Appreciation	n/a	½
		Digital Arts	n/a	½

Science – 4 Credits Required for Graduation

Sem 1	Sem 2	Course	Grade	Credit
		IPC	8	0
		Earth & Space Science	9-12	1
		Biology	9-10	1
		Chemistry	11	1
		Physics	12	1

Speech - .5 Credit Required for Graduation

Sem 1	Sem 2	Course	Grade	Credit
		Speech	10-12	½

Bible – 4 Credits (1 for each year enrolled)

Sem 1	Sem 2	Course	Grade	Credit
		Bible 9 – New Test	9	1
		Bible 10 – Old Test	10	1
		Bible 11 – Bible Doctrines	11	1
		Bible 12 – Christian Faith and Living	12	1

Physical Fitness –1 Credit Required for Grad

Sem 1	Sem 2	Course	Grade	Credit
		PE online	n/a	½
		Physical Fitness or Health	n/a	½

Foreign Lang –2 Credit

Sem 1	Sem 2	Course	Grade	Credit
		Spanish I	n/a	1
		Spanish II	n/a	1
		Spanish III	n/a	1

Electives – 1.5 Credits

Sem 1	Sem 2	Course	Grade	Credit
		College Planner	n/a	1/2
		Essentials of Business	n/a	1/2
		Pers Financial Literacy	n/a	1/2
		Foundations of Living	n/a	1
		Health	n/a	1/2
		American Literature	n/a	1/2
		State History	n/a	1/2
		Civil War History	n/a	1/2
		Trigonometry	12	1/2

CCS Online has one high school diploma program.
The Recommended diploma requires **26 credits.**

Tips for Success
"Tips for Students on How to Have a Good School Year"

1. Make sure all your work is your own. Give your best effort. Looking for ways to "short-circuit" the learning process ultimately hurts you, the student. The "easy way out" is really quite difficult in the long run.

2. Understand that the curriculum you are using is a learning tool. It contains information that you need to learn as you progress through your educational levels. It can be abused and misused, but this only hurts the person using the tool.

3. Take notes and use them to prepare for quizzes and tests. When you take quizzes and tests, **put the notes away**, and hold yourself accountable for your learning. If you need structured accountability in this area, ask your parents for some guidelines during quizzes and tests. Be sure to read the CCS Online policy on academic integrity.

4. Be sure you are diligent in your work ethic. If you need help with a question or concept, ask your teacher or a parent.

5. Do not procrastinate with your projects/reports. Projects are an important part of your learning and our assessment. Students cannot go on to the next unit until projects are complete.

6. Follow the computer-generated daily assignments as closely as possible to stay on schedule.

7. Submit your work in each subject regularly.

8. Make sure you have a quiet environment in which to work. It may mean moving your computer to a different location or asking your parent or guardian to help keep the house quiet while you work on your classes.

9. Guard your school time. It should be school time, period.

10. Complete math problems on paper so you can work out all the steps. Keep your work in a notebook or folder for future reference.

11. Check out the reference section, and print it out for geometry or other subjects, as necessary.

12. Do not be afraid to ask for help. Mastering new concepts on your own is difficult, and to not communicate with your teacher that you are struggling will usually result in frustration or failure. Message your teachers first, call them (see office hours and cell phone numbers) second, and request an online tutoring session if messages and/or phone calls do not thoroughly answer current questions.

Frequently Asked Questions

What is Cornerstone Christian Schools Online position on Marriage, Gender and Sexuality? We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. This belief also accounts for (1) dressing in conformance with one's biological sex; (2) using the restrooms, locker rooms, and changing facilities conforming to one's biological sex. "Biological sex" means the condition of being male or female, which is determined by a person's chromosomes, and is identified at birth by a person's anatomy. Those who reject their biological sex are sometimes referred to as "transgender."

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in an exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of the bounds of marriage between one man and one woman.

We believe that any form of sexual immorality and sexual conduct outside the marital union of one man and one woman (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor. 6:9-10.)

We believe that in order to preserve the function and integrity of Cornerstone Christian Schools (CCS) as an expression of the local Body of Christ, and to provide a biblical role model to the families of CCS and the community, it is imperative that all persons employed by CCS, in any capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11.)

What is Cornerstone Christian Schools Online position on the Sanctity of Human Life? We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cornerstone Christian Schools.

What is Cornerstone Christian Schools Online position concerning the Final Authority for Matters of Belief and Conduct? The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Schools' faith, doctrine, practice, policy, and

discipline, the Senior Pastor of Cornerstone Church is the school's final interpretive authority on the Bible's meaning and application.

Is CCS Online **accredited?** Parents have the assurance that the CCS Online curriculum meets national and state standards and is taught by highly qualified and degreed/certified teachers. CCS Online is accredited by The Association of Christian Schools International (ACSI). CCS Online is also accredited by AdvancED, which affords the school diploma recognition by colleges and universities nationally and globally. AdvancED is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are all accreditation divisions of AdvancED.

What is the purpose of the diagnostic test?
The diagnostic test is also known as a placement test; it is a tool to help in the placement of a student in our curriculum. It helps us to customize your student's program and identify any learning gaps. It is given to help identify if students have been exposed to enough similar concepts found in the AOP curriculum to be successful at the assigned level. The placement test is available for students entering grades 4 through 12. Students entering the 3rd grade are not required to take a placement test.

Is there a transcript fee?
There is no fee for transcripts.

Do you know my particular state's homeschooling requirements?
When a student is enrolled at CCS Online, he/she is a student of an accredited virtual school and not a home school. Nevertheless, parents are responsible for knowing their own state's homeschool laws. You may call your state homeschool organization for this information, or go to **www.hslda.org**.

What is the parent's role?
While students and parents participating in CCS Online will be supported by a three-tiered support system, including university professional education faculty, degreed/certified teachers and administrators, and teacher candidates (future teachers), the parent holds the primary responsibility for making sure the student is prepared to learn. Once enrolled, you have agreed to partner with CCS Online educators to accomplish the task of educating your student. This is a very powerful partnership. **Daily parental involvement is essential to ensure your student's success.**

Parents are expected to provide all of the materials necessary to ensure a successful educational experience for the student. Additionally, parents should consistently monitor student progress and stay informed through contact with CCS Online educators.

What is a typical school day like?
Although the yearly academic calendar is preset, you may arrange the school day as you see fit. You may have your student do all the work in one sitting or space it out over the day. Time spent on the computer will vary depending on the number of subjects that have been assigned and the student's level of understanding of the course material.

How are the lesson plans set up?
The online staff, in conjunction with the parent, will set up a student's school calendar at the beginning of the semester. Based on this calendar, the computer will divide the entire course into a lesson plan, distributing work anywhere from 2-10 months for a full course. The calendar can be adjusted throughout the year to allow for unplanned events or illness.

How much time does the student have to finish the school year?
Each student is given a maximum of 10 months to complete a 1-credit course and 5 months to complete half-credit courses. Extension fees can be paid for an additional month.

Is it better to have two computers if there are two CCS Online students in the same family?
If you have two (or more) students working in our computer-based courses, it is easier if your students have two (or more) computers, but it is not required. If there will be two students working on one computer, we recommend having one student complete his or her work in the morning and the other in the afternoon. If there are more than two students in the same family enrolled in the online school, an additional computer is highly recommended.

When can my student start?
You can enroll your student(s) any day of the year. CCS Online accepts registrations for enrollment 24 hours a day, 7 days a week, through our "user friendly" online registration form on our website: ccsonline@sa-ccs.org. You can also call the CCS Online Administrative Services Toll Free at 1-888-872-8554 or directly at 210-572-1033.

How long does the enrollment process take?
The entire enrollment process takes approximately one day to two weeks depending on information given to us by the previous school. The enrollment process includes online registration, transcript processing, placement testing (up to seven days to complete.), principal/parent/student interview, program placement, and advisement. Students enrolling in CCS Online will take a placement test.

What electives are available for third through eighth grades?
Electives are not necessary for this age group but are available at an extra tuition charge.

What does the CCS Online tuition cover?
The tuition covers enrollment in the online school online curriculum. There may be additional paperback books to purchase for literature and reading courses but most can be accessed online or found at a local library.

Can I enroll in CCS Online if I live in another country?
CCS Online offers online distance learning to students all over the world, and course work can be done from a student's own home in any country as long as there is access to high-speed Internet. As a result, it is our policy NOT to offer I-20s for students to bring them to the United States from their home country. Student work is simply transmitted over the Internet from the comfort of their own home for the CCS Online staff to grade and record.

How does the online school accommodate students who are a grade level behind in one or two of their subjects?
Based on the placement test results and transfer credits, our principal will determine the academic level of your student and customize the program accordingly. If your student is behind in any subject grades 3-8 and needs to catch up, we can create a customized subject to help. In high school, students can be reassigned semesters or full courses in any failed courses. If a student would like to advance, he/she can complete course work more quickly in order to advance—no course work can be "skipped," however.

Will my Internet filter cause any problems?
If you have an Internet service provider that allows you to set a filter, you will need to set the filter to the lowest level. *This program does not work properly with Satellite Dish.* Tech support can be reached at 877-251-6662 from 7am to 5pm CST Monday thru Friday.

Does my student have to be connected to the Internet while doing schoolwork?
Yes. A consistent high-speed Internet connection is necessary.

Do you offer payment plans?
Full tuition or half the tuition must be paid before access is allowed for the student.

Do you offer tuition assistance?
Because tuition for the online school is significantly less than that of a physical Christian school, no tuition assistance is available.

How does the online school work with a student who has a learning disability, such as ADD or ADHD?
While CCS Online Administrators will craft a student's education plan based on the results of the placement test and/or previous school records, students with learning disabilities may find that working in an online, virtual environment is too challenging or overwhelming. Parents and teachers will need to monitor these students closely to determine their success rate. Please note CCS Online is not prepared to work with students who have been diagnosed with severe learning disabilities and will not produce transcripts with accommodations of any kind.

What should I do if my student misses a scheduled day of work? Do we need to notify the online school?
One of the benefits of virtual schooling is the flexibility of the schedule. With the online school, you have the flexibility to change your schedule when it becomes necessary. You do not need to notify the online school of a school day that has been missed. If your student will not be working for a week or more, you are required to inform the administrative services. Otherwise, follow the suggested daily calendar.

How often should I check my student's progress?
Daily. We encourage parents to take an active role in their student's education. Parents are essential in actively supervising throughout the lessons, and we encourage daily review of student progress. Your involvement is critical to your student's success. We encourage "parent conferences" if you need help interpreting scores, answering questions, providing additional instruction, etc., please call one of your student's teachers for help by consulting the list of teachers office hours and cell phone numbers sent at the time of paid enrollment or call the offices Toll Free at 1-888-872-8554.

How does the student communicate with a CCS Online teacher?
The student can communicate with a CCS Online teacher in three ways. The first is through the writing of messages left in the message system in Ignitia, which are sent through the Internet with the student's work. The second is by phone. Students are given a list of office hours and cell phone numbers for each CCS Online teacher. The third way to contact a teacher is via our web-conferencing tool if the teacher decides that a tutoring session is necessary online. Please note that office hours vary, and students should allow 24 hours for a teacher to reply.

Does CCS Online periodically send report cards or progress reports?
CCS Online allows immediate viewing for the parent to see the current and cumulative progress of the student. It also furnishes the parent with the capability of printing a "grade summary" at any time. If an official grade report is needed, we will send one upon request, but a year-end report will be mailed. Parents may request a conference call with the teacher or administration at any time as well.

Do students have a set calendar?
Yes, upon purchasing the curriculum, the administrator sets the school calendar for your student to fit into a minimum/maximum 2-10 month time span for a 1-credit course and 1-5 months for a half-credit course. The student's school calendar is then used to distribute the lessons evenly, and the computer assigns due dates accordingly**.**

Can I enroll my student for just one course?
Yes. Part-time students can take a minimum of ½ credit course. Simply fill out the online registration form and request the course(s) you wish for your student to take. If your student plans to earn a high school diploma through our online school, he or she should register as a full-time student with the usual placement testing and program planning. Please call our online advisor at 210-572-1033 or Toll Free at 1-888-872-8554.

How quickly will my student's work be graded?
Our teachers have 24-48 hours to review and grade each student's daily assignments, with the exception of essays, reports, projects, and weekends and holidays. For this policy to be enforced, the student should submit schoolwork the same day it is completed.

Does my student need to be able to type to be successful?
Though typing skills are an advantage, many students successfully do the work using the "hunt and peck" method. Students are strongly encouraged to have keyboarding skills. There are several software packets geared toward aiding students with improving their skills.

Is there any work that is not completed on the computer?
Projects that are accomplished away from the computer include science experiments, as well as research papers for language arts, history, and Bible. Also, in grades 7-12, our language arts course includes reading and evaluating printed novels, plays, and biographies. Most essays will be saved in a Word document on the student's computer and the uploaded into the online curriculum in the appropriate course.

Do you offer an official transcript for outside courses that are approved for the online school credit?
If approved, the credit will show on our transcript as a transfer credit with the school name from which the credit was transferred. Please allow 24 hours for transcript requests to be fulfilled.

CCS Online Privacy Policy

Personal Information:

CCS Online has instituted policies intended to ensure that your Personal Information (information which is personal to you and your child, such as name, address, e-mail address, telephone number(s), grades, attendance records, etc.) is maintained in a safe and responsible manner. We want you to know what type of information we may collect or have access to and how it is maintained. Please understand that this Privacy Policy applies to the online school and not necessarily to its affiliates and/or partners.

If you have any questions regarding this Privacy Policy, we can be reached via e-mail at: **ccsonline@sa-ccs.org**

CCS Online reserves the right in its sole discretion to modify this Privacy Policy at any time.

What We Collect:

We do not collect personal information about you or your child unless you have provided it voluntarily to the online school. We will not require disclosure of more information than is reasonably necessary for participation in our online school services. This information may include names, addresses, contact information, subjects enrolled in, grades, and other academic-related information. The online school may have access to information from students or parents of students via screen share technology for purposes of educational administration, diagnostic testing, to fix errors in the school's database, and/or to correct any deficiencies in our online school services. Such data includes information gathered from students or parents only upon their subscribing to our services.

How We Use Your Information:

We maintain all student data, student educational information, and student files as confidential and guard the privacy of our students and their families. We do not sell, share, or disclose CCS Online client or student database information. We have established strict security procedures to ensure that student files and information are never disclosed to unauthorized parties. All student/child information is secured.

Privacy Protection for Children:

CCS Online urges parents, school administrators, and staff to discuss with their children and/or students the restrictions and sensitivity regarding the online release of personal information to any unauthorized person and to monitor their children/students' Internet activities at all times. We strive to comply with the Children's Online Privacy Protection Act of 1998 (COPPA).

Third Parties:

CCS Online, at its sole discretion, may contract third parties to perform certain online school responsibilities under our discretion. These responsibilities may include but are not necessarily limited to teaching, grading, counseling, hosting of student data, and placement testing. Some student information may be maintained by a third party in a storage facility or server, and some technical support issues may be handled by third parties via remote desktop access. Any third parties contracted for the responsibilities contained in this paragraph shall be duly advised of the confidential nature of personal information.

Please read this Privacy Policy in its entirety to understand what type of personal information is collected and maintained about children/students in order for the online school to provide its services and how we use such information. We make our best effort to establish and maintain reasonable and prudent procedures to protect the confidentiality, security, and integrity of all personal information collected, although no specific assurances are provided.

The student's online school administrator and/or teaching staff will provide to a parent or guardian, upon proper request and identification, a user name and password to access their student's data in the curriculum application.

If you are a parent, or similar party, entering information about children or allowing access of school records to the CCS Online via screen share technology, you represent that you have proper authority to submit the child's personal information or allow access of school records via screen share technology and agree to hold harmless CCS Online from any and all claims relating to the acceptance and use of such information.

How to Contact Us:

We hope this Privacy Policy provides sufficient information about our collection, use, and disclosure of your student personal information. If you have any questions, concerns, or suggestions, we invite you to contact us directly.

CCS Online
17702 N.W. Military Hwy
San Antonio, TX 78257
Direct Line: 210-572-1033
Toll-Free: 1-888-872-8554 or email us at ccsonline@sa-ccs.org