

CBCCA HANDBOOK

2010 – 2011

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Community Bible Church Christian Academy Home-Based Education

CBCCA was started in the fall of 1992 before the laws in the state of South Carolina were friendly towards homeschoolers. At the time, the only *legal* option for homeschooling families was to go through the local school board. After reading some of the South Carolina educational laws and following the outcome of the South Carolina Association of Independent Home School's court case, Dr. Broggi began to wonder if we would be able to provide a similar umbrella "school" to help CBC families to homeschool their children. This would give our families a cohesiveness and connection with like-minded people who shared the same biblical philosophy about home education. Dr. Broggi sat down with Attorney Dee Black of the Home School Legal Defense Association as he researched the laws and came up with the ten requirements of CBCCA. This, in essence, was a pilot "school". It had never been tried before. CBCCA is a legal school but it is a school for **home-based education**. That means that the parents are still the teachers, the guidance counselors, the researchers, and **the ones responsible** for their **own children's education**.

What CBCCA Provides:

- The Academy is a legally protected local church umbrella school for home-based education where the parents are the teachers, the children are the students and the home is the classroom. In order for the state of South Carolina to respect your right to homeschool through our Academy, you have to demonstrate that you share the same biblical and philosophical views, statement of faith, and like-mindedness as the teachings of CBC. Legally, we have to show that the Academy is a ministry-arm of our church and that there is a direct connection between your family and CBC. That's why you have to be an active member, sign the "Statement of Faith" and have it notarized. All of the steps in the registration packet are **for your benefit and your protection**. They are the minimal requirements yet they provide all the accountability you will need for your own legal protection for **you to educate your own children as you see fit**. This is really the only reason the Academy was set up.
- The Academy will provide an Official Diploma at the completion of High School based on the transcripts that you provide and if you have met the requirements of CBCCA membership. CBCCA will assign a committee to review all Official Transcripts.
- The Academy reserves the right to reject or dismiss anyone who does not meet or keep the requirements of CBCCA.
- The Academy will provide transfer records; however, please see CBCCA's policy regarding the one-year waiting period for students who have transferred to a different school.
- The Academy will assist in your student applying for the Palmetto Fellows Scholarship because class rank based upon GPA is a requirement for eligibility.

What CBCCA Does Not Provide:

- The Academy **does not educate your children**. That is your responsibility.
- The Academy **does not provide curriculum**. If you need help in choosing curriculum, check with other parents through your Homeschool Support Group.

- The Academy **does not provide guidance counselors**. However, we do offer as much help as we can. If you have questions or concerns that we can answer, we will; however, we cannot guarantee the same services that a guidance counselor can provide.
- The Academy **is not responsible for the quality of your child's education**.
- The Academy **is not responsible for your child's performance on standardized tests**.
- The Academy **is not required to offer testing services**, though we try to be a clearinghouse so that you can get your child tested early either by directing you to a test administrator or offering it.
- The Academy **is not responsible for assisting you with scholarships other than the Palmetto Fellows Scholarship**. It will be your responsibility to do your own research on the other available scholarships.

Most Frequently Asked Questions

1. Do I need to be a member of Community Bible Church to join the Academy?

Yes, at least one parent must be an active member of CBC. If you do not meet this requirement, please do not fill out registration forms.

2. How do I pick a curriculum for my student?

The best advice we can give on this subject is to talk to other parents/teachers to see what was effective for their students. Most parents know their children best, and can therefore determine not only which program to use, but also which form of curriculum will best suit their student.

3. Do we need to join HSLDA every year?

It is your responsibility to join HSLDA, and then to renew your membership for as long as your student is a part of CBCCA. Remember that you can join and renew online; CBCCA has a group number that you can use to get a discount on the annual membership fee. Call Claudia Gay at 525-0089 for school code. HSDLA also offers a monthly draft for those interested.

4. When are Semester Reports/Report Cards Due?

The Semester Reports for all students are due November 30, February 28 and June 15. Report Cards for students in Grades 9-12 need to be submitted to CBCCA by January 31 and June 15. **Please Note:** Year-round school schedule is not permitted unless approved by Pastor Broggi.

5. What constitutes a Semester Report?

Included in this Handbook is a sample of a semester report. Please note that a list of courses taken for the year does not constitute a report. You must include a brief summary of your student's progress in each course and the number of days your family homeschooled each semester. This must total 180 days by the end of the year. Also, in the last report of the year, you must include a statement saying that the student has fulfilled all requirements for that school year and is being promoted to the next grade.

6. Do I need to turn in the entire plan book for the Semester Report?

No. However, we do require that you submit sample pages of your plan book to keep on file.

7. What kind of samples of student's work should be included in the Semester Reports?

Again, we do not need a great number of samples of student's work. A sample of work in each subject is sufficient.

8. Do we need anything else to close out our file for the school year?

For children in the 3rd grade and above, a copy of their standardized achievement test must be submitted to the Academy as part of the student's permanent record.

9. For graduating students, how do I prepare an official transcript?

Each teacher is responsible for preparing their student's official transcripts for application to college. There are sample transcripts included in this Handbook which should assist you. After completing the transcript, you need to bring it to the church office for Pastor Broggi's signature and to be reviewed and marked "Official Transcript". Please bring several copies when applying to different colleges.

10. Can my high school student graduate early if he/she has enough credits?

No, unless specifically approved by Pastor Broggi, your student must complete four years of high school as long as he/she is a member of CBCCA.

11. Can my high school student take classes at the local college and count them as high school credit?

Yes, your high school student can take classes at the local college and count them as high school credit. (Check Early College Credit Opportunity Program and the concurrent student program in the Handbook).

Sample of Semester Report

Student Name:

DOB:

Grade:

Semester:

Days of Schooling:

Subjects taught, record of activities and brief description of student's progress:

Report card must be submitted for 9th grade and above. If your middle school student is taking high school classes in the middle school, you will also need a report card for the high school classes they are taking.

* * * Samples of the plan book as well as samples of the student's work must be included in each Semester Report.

Community Bible Church Christian Academy

Sample Student Progress Report in Grades K5 – 8th

Covering Dates from _____ to _____

Number of Days in the Semester _____

Student: _____

The following is a sample narrative for progress reports:

Reading: Excellent (A) John is reading on a (*grade*) instructional level according to (*state your measure of progress*). In oral Reading, John’s strengths are that he (*ex. Articulates well and has word attack skills and decoding skills.*) Also, John’s comprehension is also (*state your progress here*). We are working in the (*book titles or curriculum are stated here*).

Writing: Excellent (A) (*If you’re not sure how to evaluate writing, and would like to see what the public school uses, look at the assessment section on the CBCCA website for the state writing rubric—written for grades 3-8*). John’s focus in Grammar has primarily been on parts of speech—nouns, verb agreement and adjectives. His handwriting is strong and he shows well developed eye-hand coordination and his writing is legible. We have started writing in cursive. His creative writing consists of small notes to his family members.

Math: Good (B) John is showing improvement in retaining math facts in multiplication. Emphasis on the rest of this semester needs to be getting a grasp on basic multiplication, and then branching into division to reinforce the multiplication. Problem Solving abilities are good due to John’s verbal reasoning, but when faced with paper and pencil and applying the skills, he is falling short and getting frustrated. Another recommendation for John is to do daily multiplication drills in notebook. Besides numbers and number operation, the areas including Geometry and Algebraic Reasoning are considered average at this point. Test results indicate a positive trend for John; he moved from low average last year to average this year.

Science: Excellent (A) Primary focus is centered on content from Pastor Hovland (*Dr. Dino*) and the arguments on creationism vs. evolutionism. DVD’s are the primary tool for education for this curriculum. John can articulate specific examples in “defense of the faith” contrary to what evolutionists teach in the modern public school system. Also, John has completed a unit on plants with acceptable progress.

Social Studies: Excellent (A) Units taught through literature, infused in Language Arts. John is studying World War II, Vietnam, and the Civil War. He learns a lot through computer simulations in these three wars, in addition to reading books on the subjects. John is doing a study in comparative religions and the influence of cultures in the worship of false gods.

The State of SC/CBCCA Graduation Requirements

<u>Content Area</u>	<u>Credits</u>
English	4
Math	4
Science (most colleges require 2-3 lab sciences)	3
U S History and Constitution	1
Economics	.5
Government	.5
Other Social Studies	1
Physical Ed. or Junior ROTC	1
Computer Science	1
Electives	<u>8</u>
Total of credits	24

Most colleges require 2-3 foreign language in the same language.

The public schools require their students to have at least one credit in Foreign Language or one credit in Career and Technology Education and only 7 electives.

Here are other math classes that count for math credit if you are looking for some ideas; Pre-Calculus, Probability and Statistics, SAT Preparation Math and Mathematics for the Technologies I and II. These courses were suggested by Darlene Prevatt, Education Associate, South Carolina Department of Education Office of Standards and Support.

The required unit of computer science must be earned in a computer science course that has keyboarding as a component. **A course solely in keyboarding or keyboarding applications cannot count as the computer science unit requirement.** Courses that can count include Introduction to Computers, AP Computer Science A and B, Computer Technology I and II, Computer Programming I and II, Business Computer Applications and Business Computer Mathematics, Graphic Communications, CAD, Desktop Publishing, Word Information Processing, and Keyboarding for ½ a credit. A student must demonstrate proficiency in computer literacy before graduation. The law allows one unit in computer science, if approved by the State Department of Education, to be counted toward the mathematics requirement. **Note: Please follow the college requirements for English I, II, III, IV for explanation of the courses for high school graduation requirement.**

The South Carolina public high schools are requiring their students to take Physical Science with an end-of-year test as a requirement for graduation. This will be a requirement for the public school students until an end-of-year test is approved for Biology. This is not a requirement of CBCCA. Physical Science is not considered a lab science. Some colleges and universities do highly recommend that high school students take Physical Science. Check with the college or university your student is interested in attending for recommended classes in high school. The public schools' curriculum handbooks are a great way to get ideas for high school classes, a general idea of what they cover and how to name those classes.

Again, it is highly recommended that you check with the colleges your student is interested in attending for their specific requirements as some colleges require a higher number of credits in different areas.

If you have any questions about the state high school graduation requirements for public schools or you are in need of any other educational information in South Carolina, you can contact the SC Department of Education at **(803) 734-8331** or go to **www.sde.state.sc.us**. (<http://ed.sc.gov/visitors/parents/>) for academic standards and other resources.

Four-Year Worksheet to Plan Your High School Courses

9th Grade

Subjects	Name	Number	Cr.
English	_____	_____	___
Math	_____	_____	___
Science	_____	_____	___
Physical Ed.	_____	_____	___
Social Studies	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Total Credits			___

10th Grade

Subject	Name	Number	Cr.
English	_____	_____	___
Math	_____	_____	___
Science	_____	_____	___
Computer	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Total Credits			___

Four-Year Worksheet to Plan Your High School Courses (Continued)

11th Grade

Subject	Name	Number	Cr.
English	_____	_____	___
Math	_____	_____	___
Science	_____	_____	___
US History	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Total Credits			___

12th Grade

Subject	Name	Number	Cr.
English	_____	_____	___
Math	_____	_____	___
Economic	_____	_____	___
Government	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Elective	_____	_____	___
Total Credits			___

CBCCA Standards for Determining GPA

Because CBCCA now takes an active role in the application process for the Palmetto Fellows Scholarship, as well as others, we must have a standard for determining a student's GPA. All course Grade Points (GP) will be assigned according to the South Carolina Uniform Grading Scale per the following page.

PLEASE NOTE THAT AN INDEPENDENT CURRICULUM REVIEW COMMITTEE WILL EVALUATE ALL HIGH SCHOOL CURRICULUM USED BY CBCCA MEMBERS IN ORDER TO ENSURE THAT STANDARDS ARE MAINTAINED FOR COLLEGE ENTRANCE AND SCHOLARSHIP PURPOSES.

Grade Point Conversion Chart

Early College Credit Opportunity (ECCO) Program - TCL

Technical College of the Lowcountry is offering tuition assistance to high school homeschoolers. You can earn both high school and college credit as a junior or senior homeschooler.

An Important Note to Parents:

We are grateful for the opportunity to participate in the ECCO program but we caution parents to remember this is a college atmosphere.

South Carolina Commission on Higher Education
Division of Academic Affairs & Licensing

A Transfer Guide for General Education Dual Enrollment / Dual Credit Coursework Taken in High School Applicable to Public Colleges and Universities in South Carolina

Recommended Dual Enrollment/Dual Credit Courses

Purpose: This guide is meant to assist high school students taking “dual enrollment” or “dual credit” courses to see options for how their work will transfer toward the degree to a South Carolina public institution of higher education upon graduation from high school. Students should only take what is necessary for a degree, rather than repeating courses which are similar to or identical to ones already taken through dual enrollment. To develop this guide, the South Carolina Commission on Higher Education consulted all four-year public institutions and the South Carolina Technical College System regarding the transfer of general education courses. Therefore, this guide lists the courses that will transfer towards the respective degree at any public institution of higher education in the state.

Who Should Use this Guide? Any student taking dual enrollment coursework in a South Carolina high school who wants to enroll in a South Carolina public institution of higher education and:

- knows the general area of curricular focus; but
- does not know what major to take and
- has not yet been accepted into an institution.

NOTE: “Dual enrollment” courses are college courses taken for college credit while in high school. “Dual credit” courses are college courses taken in high school for which the student receives both high school and college credit. Please consult with the guidance counselor to learn more about the requirements you must meet in order to take dual enrollment/dual credit courses.

Early College Credit Opportunities (ECCO) Coordinator:

**ECCO Administrator
Office of Academic Affairs, Beaufort Campus**

Administration Building #6, Room 102

Phone: 843-525-8211

Toll Free: 1.800.768.8252

Fax: 843-525-8366

E-mail: ECCO@tcl.edu

Please contact the ECCO Administrator for enrollment procedures and information you will need to enroll under the ECCO Program.

[http://www.tcl.edu/Future Student/Programs of Study/ECCO/ecco Programs.asp](http://www.tcl.edu/Future_Student/Programs_of_Study/ECCO/ecco_Programs.asp) or
<http://www.che.sc.gov/AcademicAffairs/DualEnrollment.pdf>.

Testing Available for Kindergarten - High School Students

CBCCA REQUIRES ALL STUDENTS IN THE 3RD THROUGH 12TH GRADES TO TAKE AN ANNUAL STANDARD ACHIEVEMENT TEST.

ALSO, IT IS CBCCA'S RECOMMENDATION THAT ALL STUDENTS 8TH GRADE AND ABOVE TAKE THE SAT OR ACT AS THESE ARE THE TESTS THAT ARE GENERALLY USED AS QUALIFIERS FOR THE PALMETTO FELLOWS SCHOLARSHIP.

The P.A.S.S. Test:

Personalized Achievement Summary System (Grades 3 - 8):

You may be concerned with the stresses involved in various testing programs and the destructive labeling that sometimes follows. However, you know that an evaluative tool is important in determining whether your student is progressing as well as judging what learning objectives still need to be met. For the homeschooling parent there is an added area of concern. You sometimes question your ability to teach your student or perhaps more accurately, to know whether your teaching methods are adequate to meet his or her scholastic needs. Testing will identify strengths and weaknesses in your student's skills and can be a confidence booster for you and your student.

The PASS Test was developed specifically for homeschoolers. It has certain similarities to other achievement tests in that it estimates student achievement in the subjects of reading, language, and math; however, it also has important differences. This test introduces four major improvements over most of the other achievement tests presently available:

- It was designed for parents to administer at home. This can greatly reduce the stress level of testing. We do not require that a certified teacher administer it.
- It is untimed, which helps students to relax.
- The student's approximate achievement level within his or her grade is initially identified by use of a brief accompanying placement test. This assigns each child to a test level where he or she is more likely to succeed, and it also allows for shorter tests. On most achievement tests, where the difficulty of the items varies greatly, students are frequently presented with items that are either too easy or too hard, creating problems in assessing academic achievement.
- Testing results show overall achievement as well as performance in each subject. The test is standardized and children's scores are compared with both national and home-schooling populations. This does not mean that the test is nationally normed, but that the scores are equated to those of public school students taking one of the nationally-normed tests.

Because of the inherent stress of testing and our informal approach to teaching lower elementary grades, the PASS Test is available for Grades 3 through 8 only.

Annual testing helps you to obtain a more accurate measure of achievement. CBCCA offers the PASS Testing and information will be available through your Homeschool Support Group.

The Stanford Achievement Test - Grades K5 - 12

Iowa Achievement Test Series - Grades K5 - 12

Bob Jones University Press

Greenville, SC 29614-0065

1-800-845-5731

www.bjup.com

Bob Jones University Press offers for rent the most recent versions of the Iowa Test of Basic Skills (K-12), and Stanford Achievement Test (K-12). Check with Bob Jones University Press for prices on the Stanford and Iowa Achievement Test. Both can be combined with a learning ability test at an extra cost. Homeschoolers can order at any time of the year. Please place your order 4-5 weeks prior to the test date. It takes 4-8 weeks to receive results (consider this if you have a deadline to meet). You can order at the above address if paying by check or by phone if paying by credit card. The company that supplies the SAT requires that the tester be pre-approved. (Tester must have a college degree and have some knowledge of testing). In order to administrate the Iowa, you must have a college degree or a teaching certificate. Bob Jones will only mail to a qualified tester.

SAT 1-Scholastic Aptitude Test (Grades 8 – 12) and SAT II (Subject Test) (Grades 9 – 12):

This is taken at the local high school. The test results from the SAT I are used for obtaining scholarships and college entrance. Some colleges may require the SAT II. The website for the SAT Program is www.collegeboard.org.

PSAT/NMSQT - Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test:

The test can be taken in grades 7th – 11th. The State Board will pay for sophomores who are homeschooled to take the test. Students in their junior year of high school can take the PSAT to try to qualify for the National Merit Scholarship (The PSAT is taken at a local high school). The test is given each October. Check with the school for the cost. The website for PSAT/NMSQT is www.collegeboard.org/psat/student/html/indx001.html.

Test sites in our area for PSAT/NMSQT are as follows:

Beaufort High School

Guidance Counselor's Office

322-2129 - Contact by May prior to the October test date

Battery Creek High School

Guidance Counselor's Office

322-5500 - Contact by mid-September

AP Testing:

AP Test-Advance Placement Test: The AP Test enables you to earn college credit at any South Carolina state-supported college or university and at most colleges in the nation if you score a 3 or better on these exams. The test can be taken with or without taking an AP course. You can take an AP Course in various areas, and for each AP course there is an AP test to go with it. The School Board **strongly recommends** that you take the AP course before taking this test. The tests are very difficult and require in-depth knowledge of the course and well-developed writing skills. The test is given sometime at the end of the school year. There is a cost for the test for each subject area.

The College Board will give you a list of schools and the coordinators to contact in order to take the test. You can locate the requirements and guidelines for all AP classes. You can also find out the qualifications for administrating the test to students. If you have more questions or would like to register for the test you can contact AP Services at 609-771-7300 or 888-225-5427, or speak with the Curriculum & Standard Coordinator at the State Dept. of Education at 803-734-8335 or go to www.collegeboard.org/ap/students/subjects.html.

You may also write to:

AP Services

P.O. Box 6671

Princeton, NJ 08541-6671

Email: apexams@info.collegeboard.org

Test Site:

Beaufort Academy

Contact the Director of Curriculum & Upper School or the Director of Student Services
524-3393

Please contact the school no later than February. You may need to register with the Advance Placement Board after you contact Beaufort Academy in order to take the test at that site. The test is given at the end of the year.

Public School Sites: The test is given during the first two weeks of May in the public schools. Check with the school for the cost of the test. A lower fee is charged for those who qualify for low income.

AP Courses on Line: Apex On-Line Learning has several courses you can take over the Internet. For more information on prices, the courses and other material they offer call 1-800-453-1454 and speak with a sales representative. You may also find out more about this service by going online at www.apexlearning.com to see samples of their tutorial on some of the subjects they offer.

Home School Legal Defense also has a listing of places you can obtain an AP course. You can also search the web. Make sure that you ask if the AP courses you are inquiring about are approved through the AP Course Audit. This also includes on-line services like Apex On-Line.

ACT-American College Testing:

ACT-American College Testing: This is the assessment testing for college entrance and is given at various schools. You may pick it up at the local high school. The website for the ACT Test is:

www.sat-acttestprep.com/act.htm

If you would like more information on tests being given in the County, you may contact the Curriculum & Instructional Division Department for Beaufort County Schools at 322-2300.

SC Scholarships

Overview of SC Scholarships

Policy for Students Withdrawing from CBCCA

CBCCA has the utmost respect for those parents who make the prayerful decision to find an alternate school or association for their child's education. However, on a case-by-case basis, we will review the following policy when a student withdraws and then requests readmission to CBCCA: Unless there are special circumstances, we will have to enforce a required one-year waiting period before readmission. During that period, the student can be homeschooled through SCAIHS or other legal association for the following reasons:

1. We need to maintain CBCCA's validity and reputation; and
2. It has become costly (in time, resources, and copying fees) to duplicate student's records, as well as the costs incurred in mailing them.

Unlike most other associations, CBCCA does not charge any administrative fees because we want to stay as affordable as possible for all of our students. This policy will not include those who have moved out of the area and then returned.

Letters to the Department of Motor Vehicles for CBCCA Members

CBCCA will issue letters to the DMV to establish residency and/or to apply for Learner's Permits/Driver's Licenses.

PLEASE NOTE: CBCCA MUST BE GIVEN A 7-DAY ADVANCE NOTICE FOR THE PREPARATION OF THESE LETTERS.