



COMMUNITY
CHRISTIAN ACADEMY
Where Faith and Scholarship Meet

High-School and College Counseling Handbook

Revised Aug 11, 2025

High-School and College Counseling Handbook

At Community Christian Academy, we understand that just like each person is unique in interests and talents, every student has a unique future and plan for his or her life. Our desire is to partner with the Lord and with parents to provide an educational foundation whereby students can successfully enter college, the military, or the workforce. Therefore, CCA offers multiple diploma options in its multi-pathway high school. For students entering high school in the 2025-26 school year, the following diplomas are offered.

Standard Diploma

English – 4 credits

Math – 3 credits (Including Algebra I and II and Geometry)

Lab Science – 3 credits

History and Social Science – 3 credits

Foreign Language – 2 credits

Fine Arts or Career and Technical Education – 2 credits

PE – 2 credits

Christian Worldview (1 credit for each year at CCA)

Elective – 1 credit

Total – 24 credits

Advanced Diploma

English – 4 credits

Math – 4 credits (Algebra 1 and II, Geometry, and a course above Algebra II)

Lab Science – 4 credits

History and Social Science – 4 credits

Foreign Language – 3 credits (3 years of one language or two years each of two languages)

Fine Arts or Career and Technical Education – 2 credits

PE – 2 credits (2 seasons of a sport = 1 credit)

Christian Worldview (1 credit for each year at CCA)

Total – 27 credits

Diploma for the Engineering Pathway

English – 4 credits

Math – 3 credits (Algebra 1 and II, Geometry)

Lab Science – 2 credits

History and Social Science – 3 credits

Foreign Language – 2 credits

Career and Technical Education – 6 credits

PE – 2 credits (2 seasons of a sport = 1 credit)

Christian Worldview (1 credit for each year at CCA)

Total – 26 credits

Diploma for the Electrical Pathway

English – 4 credits

Math – 3 credits (Algebra 1 and II, Geometry)

Lab Science – 3 credits

History and Social Science – 3 credits

Foreign Language – 2 credits

Career and Technical Education – 2.5 credits

PE – 2 credits (2 seasons of a sport = 1 credit)

Apprenticeship – 1 credit

Christian Worldview (1 credit for each year at CCA)

Total – 23.5 credits

For students seeking to earn an associate's degree while in high school, there are two degrees through Piedmont Virginia Community College that are available to high-school students.

AS Degree in General Studies from Piedmont Virginia Community College

SDV 100 – College Success Skills – 1 credit

English Composition – 6 credits (ENG Composition 111 and 112)

History Elective – 6 credits

Public Speaking – 3 credits (CST 100)

Humanities Core Course – 6 credits

English Literature Elective – 6 credits

Math Elective – 6 credits

Science with Labs – 8 credits

Social Science Elective – 6 credits

Transfer Electives – 15 credits

Total – 63 credits

AAS Degree in Electronics or Mechanical Engineering Technology from Piedmont Virginia Community College

SDV 100 – College Success Skills – 1 credit

English Composition – 6 credits (ENG Composition 111 and 112)

Social Science Elective – 3 credits

Humanities Elective – 3 credits

ETR 113, CAD 151, MTH 131, ETR 140, MEC 122, IND 113, IND 250, ELE 176, MEC 155, IND 251, MEC 161, ETR 290, MEC 210 or ETR 237, ELE239, MEC 212 or ETR 238, ETR 286
– 49 credits

Total – 62 credits

High School Credits - Students receive credit towards graduation for courses passed each semester with a grade of *D* or better. An *F* will result in no credit being given, and a required class for graduation must be retaken and passed to receive the credits needed. If the schedule allows, the class can be taken at CCA, but if not, the student will need to retake the class during the summer through an approved institution. A new passing grade earned will replace the *F* in the GPA, but both grades will be on the transcript. If a student fails an elective, a substitute course may be taken to make up the credits to graduate. All earned grades will be averaged into a student's GPA.

If a student receives a *D* grade, the course may be repeated for the higher grade but not for additional credits. The new grade will replace the previous grade in the computation of the GPA, but both grades will remain on the student's transcript.

No student will be eligible for graduation that has not satisfactorily completed the graduation requirements. If a senior lacks the required number of credits for graduation, that student may be allowed to participate in the senior class commencement activities but will not receive a diploma.

Honors Classes – There are a number of classes with honors-level coursework available for students to earn an honors designation for the class. Honors coursework is designed for students who are capable of higher-level thinking, who have mastered core skills needed for advanced material, who consistently demonstrate excellent work, and who are self-motivated to complete additional assignments and to invest more time in their studies. To register for an honors-level class, students must meet one of the following criteria:

- Received a year-end grade of 85 or higher in a general-level prerequisite course **and** have the teacher's recommendation from the prerequisite course.
- Received a year-end grade of 70 or higher in an honors-level prerequisite course.
- Received a request from the general-level teacher of a course within the first nine-weeks to move to the honors-level of that course.
- Were placed in a high-school level course such as Algebra I or Spanish I in middle school.
- Scored high enough on a placement test when entering CCA as a new student taking high-school level courses.

Students who successfully complete an honors class with a year-end grade of 70 or higher will have their cumulative course GPA increased by .5.

*In addition to taking honors courses, students interested in attending competitive colleges are encouraged to take dual-enrollment courses (college courses taken by high-school students) that are available.

GRADES AND GRADE POINT AVERAGE (GPA):

In addition to reviewing the specific coursework a student has taken, colleges look closely at the grades a student has received. It is important that students do their best to make high grades to be a competitive college applicant. The following chart shows the grade and GPA equivalent.

Grading Scale

Range	Letter	Points	Weighted Points
90-100	A	4.0	4.5
80-89	B	3.0	3.5
70-79	C	2.0	2.5
65-69	D	1.0	1.0
Below 65	F	0.0	0.0

Transcripts – CCA completes a transcript of all the student's classes, grades, credits, attendance, and both year and cumulative GPA's.

HONOR ROLL:

To encourage and recognize strong student achievement for high-school students each semester and year, CCA has adopted the following criteria for earning Honor Roll, High Honor Roll, and Highest Honor Roll:

- Honor Roll – Students must have a semester GPA of at least 3.25 and no semester grade below a *C*.
- High Honor Roll – Students must have a semester GPA of at least 3.5 and no semester grade below a *C*
- Highest Honor Roll – Students must have a semester GPA of at least 3.75, no grade below a *B*, and at least two honors classes.

Applying for College

For those who desire to continue their education by attending college, this document serves as one source of information for navigating the college admission process. Because each college may have variations in their entrance requirements, every family should research college options with each college of interest well-enough in advance to know the various requirements and deadlines of each institution.

RESEARCHING COLLEGES:

While it is never too early to start researching colleges that may be of interest, it is good to take time to research colleges online and to visit institutions whenever possible. Colleges typically have visitation days, and spending time in junior year visiting some schools is a good opportunity to see first-hand what the schools are like. Consider public schools, community college, private institutions, and maybe even tech schools during the research process. Look at the programs they offer, the financial aid and scholarships they award, the living arrangements you will need, the overall environment, and most importantly, the need that this degree fills in your career plans. Not all career paths require a four-year degree, so consider what your next step needs to be after high school to further the goals you believe God has for your life.

COLLEGE APPLICATIONS:

There are typically several components to a college application, but it is critical that you know the exact application requirements and **deadlines** for each school to which you want to apply. Generally, schools look at high-school transcripts, standardized college-entrance tests (SAT, ACT), letters of recommendation, student personal essays, and extra-curricular activities. In reviewing the high-school transcript, colleges like to see that students have taken rigorous course offerings and have consistently strong grades.

EXTRA-CURRICULAR ACTIVITIES:

Colleges want to see well-rounded students who have a variety of experiences. Some areas to consider for possible involvement include but are not limited to:

- Sports and other organized physical activities
- Fine arts opportunities – drama, music
- School or community clubs
- Community service volunteer
- Summer camps, internships, summer jobs

PERSONAL ESSAYS:

Most colleges require students to write personal essays. Take time to plan, write, review, and revise your essays. Give yourself several days to have an English teacher or other gifted writer give you feedback on your work. Be careful not to allow someone else to do the writing for you, but feedback on content, grammar, and word choice can be very beneficial.

REFERENCES:

Have two teachers write reference letters for you during your junior year. Choose teachers who know you well, with whom you have had a positive relationship, and who will write strong letters of recommendation for you.

STANDARDIZED TEST SCORES:

It is the student's responsibility to take and to send test results that are required by the colleges to which they apply.

PSAT – The PSAT is an optional practice SAT test, and the scores are not used for college admission. Students who choose to take the PSAT will frequently take it beginning in the sophomore year. If a student wishes to compete in the National Merit Scholarship Program, the PSAT must be taken (or retaken) in the fall of the junior year. For more information, go online to www.nationalmerit.org

SAT and ACT with Writing Tests – Generally, it doesn't matter to colleges whether a student takes the SAT or the ACT test. A quick internet search can provide comparison charts of the two tests, helping students to decide which one they want to take. It is typical for students to take their first SAT or ACT test in their junior year, and many will take the test more than once to improve their scores. **When registering for the test, use the code 470098 assigned to Community Christian Academy so we receive your test scores.** For more information about the ACT test, go to www.act.org, and for more information about the SAT test, go to www.collegereadiness.collegeboard.org.

SAT Subject Tests – Many colleges also require that students take one of the SAT Subject Tests. Review the tests that are offered at www.collegereadiness.collegeboard.org, and choose the subject for which you feel most prepared.

TOEFL Test – Some colleges may require this test for students whose first language is not English. For more information, go to www.ets.org/toefl.

TO-DO CALENDAR:

Eighth-grade Year

- Review the High-school and College Counseling Handbook to keep informed of high-school requirements and college application guidance.
- Understand the expectations for high-school honors level courses and the registration requirements for honors coursework.
- Parents attend the high-school information session.
- Meet with Dr. Moore to complete a high-school plan.
- Do your best in your courses to keep your high-school options open.

Freshman Year

- Start becoming involved in extra-curricular activities if you haven't been already.
- Find a non-profit that you can support with volunteer service hours, preferably on an on-going basis.
- Create strong academic habits to excel at your various courses.
- Continue to take the most challenging coursework where you can excel.

Sophomore Year

- Continue to participate in extra-curricular activities and community service.
- Continue to take the most challenging coursework where you can excel.
- Take the PSAT in October.
- Start researching colleges and consider visiting a couple in the summer.

Junior Year

- Continue to participate in extra-curricular activities and community service.
- Continue to take the most challenging coursework where you can excel. Consider taking dual-enrollment classes that are offered.
- Take the PSAT in October if you want to compete in the National Merit Scholarship Program.
- Take the SAT or ACT with Writing in the fall and in the spring if you want to try to improve your scores.
- Take one or more SAT Subject Tests.
- Get recommendation letters from two teachers.
- Continue to research colleges of interest and visit those you can during breaks.
- Be aware of application deadlines for colleges to which you desire to apply. If you are certain that you want to attend one particular school that has an Early Admission process, know what those requirements and deadlines are.
- Research scholarships and other college funding options.
- In the summer before school starts, begin writing your college essays.

Senior Year

- Continue to participate in extra-curricular activities and community service.
- Continue to take the most challenging coursework where you can excel. Take dual-enrollment classes if you can.
- Get feedback on your college essays and revise them.
- Take the SAT or ACT with Writing again in the fall if you want to try to improve your scores.
- Complete the FAFSA soon after October 1 for financial aid for college.
- Be aware of the application deadline – usually around November 1 – if you want to apply for early decision to a college. Realize that if you are admitted early decision, you must withdraw any other college applications.

- Know the regular application deadlines for all schools to which you intend to apply.
- Continually check for college correspondence for admission and other deadlines the college may have.
- Don't stop doing your best work. Colleges can revoke admission and graduation can be delayed if you fail to finish well.

Substitution for PE Request Form

High-school students are required to earn 2 credits for PE as part of the graduation requirements. **A credit is equal to approximately 120 hours** of physical activity. For the purpose of substitution for PE, participation in a standard season of a sport equals 60 hours, so 2 standard seasons of sports equal 1 credit of PE. Shortened seasons of physical activity such as CCA's Running Club equal 30 hours per season. Various community activities, such as club sports and individual or group lessons such as dance or karate may be considered for substitution of PE credit. Students wishing to use other activities in lieu of PE class must get preapproval before completing the activities.

After the completion of the preapproved activity, documentation must be provided to confirm the student's participation. Acceptable documentation include a CCA sports roster signed by the coach indicating participation throughout the entire season, a letter on an outside organization's letterhead from a community sports team with dates of participation, and signed logs of physical activity from someone other than a parent such as a coach or gym personnel.

Student's Name: _____

Substitute Activity: _____

Dates and Hours Expected from Participation: _____

Expected PE Credit to be Awarded: _____

Documentation Required for the Awarding of Credit: _____

Date Documentation is Due: _____

I understand that if I do not complete the PE substitution activity as outlined here, I will not receive the high-school credit and may have to take PE or complete another substitution activity to earn enough PE credits to graduate.

Student Signature

Parent Signature

School Official

Date

Date Documentation Received

Credit Awarded

School Official's Signature