

## **CISP ACADEMIC PROGRAM**

The courses at this school will follow an American curriculum, though will allow limited flexibility. For example, a wide range of literature and world history will be studied; both metric and English systems of measurement will be used, etc. Also, we will be sensitive to students who need specific courses for entrance into universities in their home countries, and help students meet requirements as we are able. We will allow home schooling families to send their children to our school for individual classes when we offer courses and schedules that meet their needs.

We recognize that all truth comes from God. This means we encourage the students reading books from non-Christian authors. In fact, we see it as a crucial part of teaching the students how to think about and relate to the world around them. They need to be exposed to the various philosophies and beliefs present in the unbelieving world, and taught how to respond from a Christian perspective, sifting truth from error. Then they may live in that world with confidence, having been firmly grounded in the truth.

### **Graduation Requirements**

The following expectations apply to all students:

- A CISP diploma will be awarded only to students who have carried a minimum academic load of five credits during a full senior year at CISP.
- Students who take Algebra 1 in grade 8 will be expected to earn at least three mathematics' credits in grades 9-12.

**Students whose first language is English.** The focus of CISP is to prepare students for North American colleges and universities. Therefore, the vast majority of those intending to graduate will choose the college and university entrance track. The alternate track provides a diploma for those whose plans do not include post high school academic work. The requirements given below represent the minimum requirements for graduation from CISP for a student whose first language is English.

<b>Subject</b>	<b>College/University Entrance Diploma (credits required)</b>	<b>Alternate Program Diploma (credits required)</b>
English	4	4
Social Studies	4	4
Mathematics	3 (incl. Algebra II)	2
Science	3 (incl. 2 lab sciences)	2
Foreign Language (in one language)	2	1
Bible	4	4
Fine Arts	2	1
Physical Education	1.5	1.5
Health	0.5	0.5
Electives	1	4
Information Technology	1	1
Community Service	2	2
Total Credits	<hr/> 28	<hr/> 27

Notes:

- Transfer students will not be required to make up Bible or Community Service credits, but must meet all other graduation requirements.
- Students who can make acceptable scores on a major foreign language exam (e.g., AP exam) or students who are proficient in a mother tongue other than English may waive the foreign language requirement. They will not be awarded credit, so must make up the two credits in other electives.

**Students whose first language is not English.** Students who come to CISP and function successfully in the classroom, even though English is not their “first” language, are proficient in at least two languages. Because English is not their “first” language, more time and effort is usually required to be successful in the academic classroom. For these reasons, the foreign language requirement for the college/university entrance diploma or two elective hours of the alternate program diploma will be waived for the students whose first language is not English.

Students may fall into this category if the first language they spoke as a child was a language other than English and/or the language they currently speak at home is other than English. Students with an advanced level of English will be encouraged to meet the graduation requirements listed for students whose first language is English.

The determination of which category a student falls into will be made at the end of the grade 8 year or when the student is admitted to CISP (if admitted after grade 8). That decision will be made by the principal, in conjunction with the evaluation of classroom teachers who may have had the student in class.

The requirements given below represent the minimum requirements for graduation from CISP for a student whose first language is not English.

<b>Subject</b>	<b>College/University Entrance Diploma (credits required)</b>	<b>Alternate Program Diploma (credits required)</b>
English	4	4
Social Studies	4	4
Mathematics	3 (incl. Algebra II)	2
Science	3 (incl. 2 lab sciences)	2
Bible	4	4
Fine Arts	2	2
Physical Education	1.5	1.5
Health	0.5	0.5
Electives	1	3
Information Technology	1	1
Community Service	2	2
Total Credits	26	26

Notes:

- ESL credits may be counted as electives.

**Class Registration**

**Selecting classes.** Returning students will be given an opportunity to express their course preferences for the following year during a pre-registration time in the spring. When possible, new students will meet with the principal before the opening of school in the fall.

**Dropping classes.** A student may drop a class within the first eight (8) school days at the beginning of the year without penalty. Such a class will not be shown on the student's official record. To drop a class, the student needs to see the principal. The student must remain in class until notified by the principal that the class has been dropped. Students may not initiate course changes after the second week of the school year. A course dropped later in the year may carry a grade of failing.

**Course completion.** A student may not miss more than 20 days of a given 1-credit class (or 10 days in a ½-credit class). If this occurs, the student will be dropped from the course and no grade or credit will be given. However, a student dropped from a course in the last three weeks of a semester will receive a failing grade.

### **Academic Expectations and Evaluation**

**Homework.** Students will be assigned homework for most courses at CISP, particularly at the middle school and high school levels. Students are required to keep up with their homework and be prepared for tests. The teachers will give prior notification for special projects and papers as early as possible.

**Assessment criteria.** Performance in each course may be measured by attendance, attentiveness, behavior, discussion, participation, individual homework, written papers, quizzes, test results, cooperation, etc.

**Final examinations.** Final examinations will generally be given at the end of each semester in all 1-credit classes, particularly in grades 9-12. Teachers may give final exams in ½-credit classes but are not required to do so. Several days at the end of each semester are designated as exam days. Parents should make sure their family's travel plans do not interfere with the final examination schedule.

The final examinations in English, mathematics, science and social studies are required for grades 9-12. Other than second semester seniors, no exemptions are given for final exams. The final exam will count as 20% of the total grade. Seniors with a 90% average in a course at the end of the 14<sup>th</sup> week of the second semester will be excused from the final in that course.

**Achievement Tests.** Achievement tests will be administered every other year in grades 2 through 9. They are administered in order to measure achievement and to provide help in assessing student academic strengths and weaknesses.

**College Board Examinations.** The Preliminary Scholastic Aptitude Test (PSAT) is a practice test for the SAT. This test is administered at ISP to some sophomores and any juniors who register ahead of time. A fee is required. SAT, ACT and TOEFL information will be available from the principal's office.

## **Grades and Reporting of Grades**

**Grading System and Scale.** CISP uses the following grading scale for grades 6-12.

<b>Grade</b>	<b>Grade scale</b>	<b>Grade points</b>	<b>AP/Honors</b>
A+	98-100	4.0	5.0
A-	95-97	4.0	4.85
A-	92-94	3.7	4.7
B+	89-91	3.3	4.3
B	86-88	3.0	4.0
B-	83-85	2.7	3.7
C+	80-82	2.3	2.3
C	77-79	2.0	2.0
C-	74-76	1.7	1.7
D+	71-73	1.3	1.3
D	68-70	1.0	1.0
D-	60-67	0.7	0.7
F	59 or below	0.0	0.0
I	Incomplete	0.0	0.0
P (for ESL students)	0	0.0	(Passing with credit)

**Progress Reports.** Progress reports will be distributed midway through the first quarter or at any subsequent time when...

- A student has a grade of D or F in a class;
- A student has incomplete or missing assignments; or
- A student has made notable progress.

Progress reports are sent home to parents. Parents may contact teachers at any time during the school year to ask about the progress of their student(s).

**Report cards.** The academic year at CISP is divided into four quarters, which generally are eight to nine weeks in length. At the end of each quarter, a student's academic achievement is reported to parents on report cards that are sent home to parents.