

2022-2023 HOMESCHOOL ENROLLMENT INFORMATION PACKET



CHAMPION PREPARATORY ACADEMY

ONE SCHOOL, MANY CHOICES

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Champion Preparatory Academy | 251 E. Lake Brantley Drive, Longwood, FL 32779

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Current Address: 1935 S. Orange Blossom Trail Apopka, FL 32703

After June 10, 2022 Address: 251 E. Lake Brantley Dr. Longwood, FL 32779

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Introduction

A. Letter to Families

Dear Families,

We are excited to announce that Champion will be moving for the 2022-2023 school year to 251 East Lake Brantley Drive Longwood, FL 32779. Our Day school and our school office for all programs will be located here. We expect to move our office in June, 2022.

Welcome to Champion Preparatory Academy (CPA), a nationally accredited private school that values every child and helps students achieve their goals and dreams. Our twenty-five years of experience has given us the expertise and reputation to ensure your child receives an excellent education. CPA provides recordkeeping and accountability for families who desire to home educate their children.

CPA provides just the right amount of freedom to educate your student at home with the parent in charge of the education. CPA gives the support you need to help you provide your children with an excellent education. CPA enables parents to be the primary educators of their children while fulfilling legal educational requirements. CPA is one of the very few private schools serving home-educated students nationwide that is fully accredited and allows parents their choice of curriculum.

Home education provides parents with the opportunity to instruct their children academically and spiritually, equipping them to have a positive impact on our world. Homeschooling carries with it a responsibility to record grades accurately, track academic progress, and ultimately be prepared to provide a diploma and high school transcript. Champion helps our families accomplish this goal.

CPA offers parents the ability to choose their own curriculum, but we are here for you with advice and counseling to make sure you are meeting all requirements for your students. We also keep records of your student's course work. When a student successfully completes their high school academics, CPA awards a high school diploma from our fully accredited private school. CPA provides a high school transcript, guidance recommendations, help with dual enrollment, processing of the Bright Futures Scholarship information (FL) to assist with the college application process, and a diploma for those who complete the graduation requirements. CPA students have been accepted in colleges across the nation.

It is our prayer that you will choose Champion to provide the support you need to ensure a successful home-education program. We are here to serve you and your family. Please contact our staff if you have questions or need further information.

Blessings,

Ms. Vicki Phillips, MA
Executive Director and Founder

Introduction

B. Introduction to Champion Preparatory Academy

We know that if you have never been introduced to the many opportunities and methods of learning, all of this may be confusing to you. Just remember that all families enrolled in any of our programs are enrolled in Champion Preparatory Academy, our fully accredited private school. Being a private school, we have the right to decide how we wish to conduct school. Champion just happens to have selected several ways to help you accomplish your school objectives: homeschool; attend school online; or attend our on-campus day school, full or part-time. All of the options can be great educational options, but you need to decide which option will work best for your family and your Champion Preparatory student.

C. Mission Statement

At Champion Preparatory Academy we want to partner with parents to inspire their children to be college-prepared, character witnesses of Christ. With the Lord as our guide, we are committed to equipping our students and families to be confident in what they believe and able to defend their faith in love, boldly, and unashamedly.

D. Vision Statement

Champion exists to cultivate parental involvement in the educational process of their children. We strive to instill students with a biblical worldview and the passion to stand firm and articulate boldly in defense of their faith, to guide them into independent learning, and to train our students to always give themselves fully to the work of the Lord because their labor will not be in vain.

Truth is revealed by God through Christ "in whom are hid all the treasures of wisdom and knowledge." Colossians 2:3

E. Statement of Faith

Families must be in agreement with the following Statement of Faith that guides the ministry of Champion Preparatory Academy:

- There is **one sovereign God** in three persons: the Father, the Son, and the Holy Spirit.
- There is **one way of salvation**: faith in Jesus Christ, the son of God, who lived as a man, died for the sins of all men, and was resurrected so that all who believe in their hearts, and confess Jesus as Lord with their mouths will be saved.
- There is **one book of truth**: the Bible, God's written revelation to man, authoritative, reliable, and inerrant, without the need of any document to complete the message.
- There is **one body**: the church with its many parts acting in unison.

F. Statement of Policy

It is the opinion of the Board of Directors that our policies are fair and just. Each family enrolled in Champion Preparatory Academy programs has acknowledged their responsibility to the organization and obligated themselves to the fulfillment of its policies. The expectations are of responsible compliance to reasonable standards, which allows for grace, but also enforces just consequences when violations occur.

G. Non-Discriminatory Policy

Champion admits students of any race, color, ethnic or national origin to all the rights, privileges, programs, and activities extended to students. Champion does not discriminate in the administration of its policies or educational programs.

Champion Preparatory Academy aspires to create a friendly, pleasant, and challenging school environment for its students - an environment where sensitivity, respect for others, and hard work are valued. As a college preparatory school, Champion Preparatory Academy intends to thoroughly prepare its students for further education, encouraging them to strive for excellence, yet paying attention to their individual needs. It is hoped that the atmosphere of the school will encourage students to enjoy a variety of activities and experiences and take pride in the quality, Christ-centered education at Champion Preparatory Academy.

General Information



A. The History of Champion Preparatory Academy

CPA is a not-for-profit organization which operates under the name of Champion Schools, Inc. CPA was incorporated in 1997. CPA became a non-public private school in 1997 and was fully accredited in 1999. CPA operates for the sole purpose of fulfilling the legal requirements and to provide support and resources to parents who desire to home-educate their children.

B. Our Founder

The president and founder of CPA is Ms. Vicki Phillips. Ms. Phillips has an MA. in Speech Pathology and a minor in Educational Psychology from Wichita State University and over thirty years of experience in developing and administering educational programs. Ms. Phillips is a Certified Private School Director and has her Advanced Director Credential from the Florida Department of Child and Family.

Ms. Phillips homeschooled her two children for seventeen years. Her daughter graduated in 2008 after attending CPA K-12 and graduated from college in 2012. Her son was homeschooled from third through twelfth grade. Through many prayers and God's direction, CPA programs have served well over a thousand homeschooled children since inception of our program. Ms. Phillips is the Executive Director of CPA and provides oversight to all Champion programs and has a great heart for homeschool and alternative educational programs. Ms. Phillips has been honored with a Who's Who in School Administration Award, and is honored member of Stanford Who's Who.

C. Special Events and Field Trips –For Central FL Families

Special events and field trips are posted on the School Calendar. Please refer to the school member website for an updated schedule. Sign-up and payment is required, this will also be available under Info Center/ Event Registration. All field trips are parent and student attended. Our teachers do not go on field trips. The field trip calendar is always posted on the front of our school website. Sign up and pay (if there is a fee) under Info Center/Event Registration.

Members of ALL Champion programs are encouraged to attend Special Events and Field Trips such as:

- ◊ All scheduled Field Trips are optional and include additional fees.
- ◊ Scripps Spelling Bee, Young Author's Day, Community Service, History & Science Fair, Talent Show & Art Fair
- ◊ Clubs: Science Olympiad, Lovely Project, National Beta Club for grades 4-12

D. Student Files

All information in student files is considered highly confidential. Parents may have access to the contents of their child's file, but all information in the files is the property of Champion as long as the child is a student at the school and may not be taken from the school.

Student files include:
Copy of records from previous schools
Copy of child's birth certificate
Medical Records
Immunization Records-Original Form is required
School Physical-Original form is required
Progress Reports
Report Cards
Copy of disciplinary forms and behavioral contracts (if applicable)
Copy of Champion Progress Report and Transcript for High School.
Transcripts are entered in the student file either upon leaving the school or a graduation.

Overview of Champion Programs



We offer the following distinctive fully accredited programs to serve the needs of Age 3-12th grade students. All programs are fully-accredited by the National Private Schools Accreditation Group.

A. CPA HOMESCHOOL ACADEMY K-12

CPA Homeschool Academy allows parents to legally school at home. CPA offers guidance counseling, academic testing, recordkeeping, professional school transcripts, many activities and field trips for Central Florida families, four diploma options, a graduation ceremony, and much more. Enrollment is accepted year round!

B. CPA ONLINE CURRICULUM K-AA degree

Champion offers over 300 online courses (remedial, regular, honors, and AP courses and AA program). Select from secular or Christ-Center online curriculum. Select to be part of our CPA Homeschool Academy to receive credit or select to just take courses. Start at any time!

C. DAY SCHOOL ON-CAMPUS PROGRAMS (LONGWOOD, FL Fall, 2022)

Located on the campus of the Episcopal Church of the Resurrection (Fall, 2022) Our Day School is a Christ-centered school for ages 3-12th grade where students may attend one, four or five days a week. Champion provides a small teacher to student ratio, multi-sensory learning, Christian curriculum, all core subjects, and many enrichment classes. Champion instills a high standard of excellence in both character development and academics, all within a nurturing family-oriented school built on Christian values.
We additionally offer :

- Day School Connections grades K-12, a Monday Enrichment & High School Electives Program.
- Pres-school Age 3, 4 & VPK
- Homeschool Independent Learning Center (ILC) grades 5-12, for students needing a flexible, individualized program
- Students and Teachers Achieving Results (STAR) program grades 6-12, for students who struggle to learn.
- Hybrid for students desiring to distance learn full-time or part-time but may want to rejoin their in-person class during the school year.

C. REMOTE LEARNING PROGRAM K-12

This is a great option for families desiring to homeschool with the support of a classroom teacher, teacher instruction, discussion & presentations with classmates, teacher grading and to be part of a fully-accredited private school. Students can join the class on a computer, tablet or even a phone from where they are. We use a combination of Christian and secular curriculum both textbooks and online curriculum for grades K-6. Grades 7-12 have a Bible curriculum and secular online curriculum. Everything is posted online and accessible from your student's personal Champion member only website.

Please See the Day School Information Packet for more information on this program.

Communication



A. School News

School News is found on our Sycamore Website by clicking on School News. Click on the blue link to open up the news. Each month school news is posted on the front of our Sycamore website. All information on the front of our school website is important to ALL Champion members (On-Campus, Remote, Homeschool and Online students). Updates are also posted regularly—Check this twice a week.

B. School Calendar

Field trips, school events, and the school calendar are posted on the School Calendar. On the Sycamore homepage, look for the calendar tab, then click on the link for the specific event, then on notes tab for more information.

C. Info Center

Sign up and pay for field trips and events by clicking on Info Center/Event Registration. In addition, please make sure you pay for the event if there is a fee. If you have not verified payment, you have not paid. There is a time lapse when the website goes to the PayPal site. You can set up a PayPal account or pay by credit card.

D. CPA Homeschool Academy News

CPA Homeschool Academy News is located on the right-hand side of the Sycamore homepage. This will have updates and information that pertains only to families that have homeschool students. Check this site twice a week.

E. Parent/Staff Communication

The majority of communication between parent and school takes place via the monthly news posted on our member website. We will also send emails. Parents may use our PASS-A-NOTE system or email to contact staff .

To receive your PAN by email or text message, navigate to Pass-A-Note on the front-left side toward the bottom and please go to PAN- Options-Select either SMS for a text or email and make sure your phone number and carrier are entered for a text or your email address is entered for an email. You can also select both options. Click on update in the upper right-hand corner to save your settings.



Homeschool Academy



A. Program Information

Students who are enrolled in CPA are considered private school students and do NOT fall under homeschool law. Families in Florida do not need to register with the superintendent in your district. Out of state families may additionally be required to enroll with your superintendent. It is up to the parent to determine if this is required.

B. Communication

Communication between the school and the home is vital in any healthy academic setting. All members of the school community are encouraged and expected to make proper and ongoing use of any communication methods the school may devise, in accordance with any relevant school guidelines. Parents must keep their online enrollment account contact information updated at all times. It is imperative that parents check email and visit our member website on a regular basis. Our PASS-A-NOTE (PAN) system on our member website will enable you to easily send a note to the staff members.

C. Course of Study

The course of study that parents design for their students must meet standards as set forth by our skills checklist for each grade level for K-8 and the Florida Department of Education frameworks for high school students. Since specific state requirements may vary from the prescribed course under our program, it is the responsibility of the person educating the out-of-state student to see that their own state's legal requirements are also satisfied. Guidance counselors are happy to help with curriculum selection. Parents must enter each students' course of study information (subjects, publishers, where schooling is done, and for high school, FL course numbers) on our online reporting by September 1, or within 30 days of enrollment if enrolling after September 1.

D. Minimum School Hours

(Required by FL private school state law). These hours are based on a 180 day school year-if you school more than 180 days divide the net hours by the number of days you school to get the hours per day. Remember recess, lunch, field trips, PE, and computer time all count toward your school day.
(a) Kindergarten: Five hundred forty (540) net instructional hours. (3 hours per day)
(b) Grades 1-3: Seven hundred twenty (720) net instructional hours. (4 hours per day)
(c) Grades 4-12: Nine hundred (900) net instructional hours. (5 hours per day)

E. Member Website

Once your registration is complete, you will receive a login to our member-only website. You will find many resources as well as all forms, communication, and news posted on this website. Members need to check in weekly to keep updated. All information is posted on this website. All field trips and activities are posted on the member website calendar. Signup and payment for all activities is done by clicking on Info Center, Event Registration on our member website.

F. Curriculum

Parents are allowed to select their own curriculum, or our guidance counselor can help in making a selection. Champion offers over 170 online courses for K-12 through our own online academy. Champion is an affiliate of Florida Virtual School (FLVS), an on-line public school offering free elementary-high school coursework to Florida Residents. To enroll in FLVS and CPA, first complete the CPA enrollment and then go on FLVS Flex and select Champion Preparatory Academy as your school and Orange as your district. Please complete your enrollment with CPA before enrolling in FLVS, as we have to approve your enrollment. Go to http://www.flvs.net for more information.

G. School Attendance

Students who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year, or who are older than 6 years of age but who have not attained the age of 16 years, are required by law to attend school regularly for 180 days (minimum 170) each year. CPA students must follow this state law and are required to school 180 days with a minimum of 170 each year.

Homeschool Academy Continued

H. Attendance Records

Parents are required to keep track of daily attendance. Field trips that are educational may be counted as a day of school. You may school year round with CPA.

I. Grade Reporting Late Fees

There is a $50.00 late fee for reports received after the 30th of the month in which reports are due. Families, who don't submit reports within 45 days of the month when the report is due, are subject to dismissal. The fee for reinstatement is $75.00 per family. Enrollment will not be reinstated more than one time.

J. Progress Reports

Since homeschooling is under the instructional supervision of the home, all grades issued for work completed while enrolled in this program will be assigned by the parent/teacher. Self-reported grades and attendance are posted on our online reporting website at the end of each semester, on Dec. 15, May 15, and Sept. 1, if your child has participated in summer school. These grades become part of the student's permanent cumulative file. Students who are enrolled in our on-campus or online programs (Apex or Ignitia) do not have to report progress and attendance as this is reported by the classroom teacher.

K. Portfolio

Parents, are required to keep lesson plans, dates taught, and the students work for a minimum of 4 years. We will be requesting portfolio reviews for a number of our students each year. Please make sure you keep these up as you go. Use a 3-5 inch, 3-ring binder, and put a divider for each subject. When work is completed, just put it in the notebook, and you will have it done. If the school calls for your portfolio, we will give you a 30-day notice. The parent is responsible for the cost of shipping and return shipping. Parents are required by law to provide an adequate instructional program in the core subjects of math, language arts, social studies, science, reading, literature, and physical education, and to provide this to the school upon request.

L. Special Needs

Students who have an IEP or special needs designation are not required to score at grade level. CPA will look for one year progress each year based on their testing scores. We highly recommend our S.T.A.R. program and/ or our CPA Online Academy for students that fall below grade level.

M. Academic Policies

Grading Scale:

90-100% A Excellent
80-89% B Above Average
70-79% C Average
60-69% D Below Average
0-59% F Failing

All students grades K-8 will be given an online 45-minute skills assessment for reading and math. The Moby Max skills assessment may be taken in the fall or spring. Students in grades 9-10 need to take the SAT10 online in May through Champion and the PreAct or the PSAT in 10th or 11th grade, (Register with your local district high school) and the College Board SAT and/or ACT in 11th -12th grade. All seniors graduating with a scholar, standard, or accelerated diploma are required to take the College Board SAT or ACT exam. Students register for the SAT online at www.collegeboard.org and ACT online at www.actstudent.org.

Homeschool Academy Continued

N. Honors Designation

Courses that exceed the minimum standard may carry the designation of Honors. Honors classes are weighted higher than regular classes. (5.0 =A)

O. AP Courses

Students must take certified AP courses to receive AP credit on their transcript. Champion offers 17 college level online certified AP courses. Students taking AP courses additionally need to take the AP exam and pass with a score of 3 or above to receive college credit. Most colleges accept a 3 as a passing score to receive college credit, but this can vary. AP study guides are available at many bookstores. To register to take an AP test, you must call your local high school and set this up with the guidance counselor or AP coordinator. Many four-year colleges prefer AP courses over dual enrollment as the tests are standardized and require a high level of proficiency in the course to pass the exams. AP classes are weighted higher than regular classes. (6.0 =A)

P. Academic Course Requirements

All students must complete a core curriculum consisting of:

K-6:

Bible (Optional)
Reading (Phonics K-3)
English (Writing and Grammar)
Math
Science
Social Studies
Handwriting
Spelling
Art
Music
Computer Skills
Physical Education (3 times per week for 30 minutes)

7-8:

Bible (Optional)
Literature
English (Writing & Grammar)
Math
Science
Social Studies
Art
Music
Computer Skills
Physical Education (3 times per week for 30 minutes)

All high school courses must meet the educational standards as set forth in the Florida Department of

Q. Member Support and Services

As a Homeschool Academy Member, Champion is here to provide services and support to our families which includes but is not limited to:

- Helping families understand homeschooling with a private school and the legal requirements.
- Answer questions and provide support throughout your enrollment.
- An Educational Advisor is available to help you choose curriculum that works best for your family
- Online Curriculum is available for an extra fee.
- Maintain student's academic records in a cumulative file.
- Member website with homeschool resources.
- Professional semester progress reports completed online, K-8 and transcripts for high school students.
- Advise on how high school student's life experience can earn elective credits.
- A Private School Diploma is available upon completion of graduation requirements.
- Work study program.
- Insurance verification for Driver's License.
- Dual Enrollment assistance.

R. SAT & ACT Testing

The CPA CEEB Code required for registration with ACT and SAT is 100014. Students who plan to attend a four-year college need to take the ACT or SAT. It is also required for Champion graduation with a standard 24 credit or

High School General Information

A. Fully Accredited Diploma Options

Champion offers the following diploma options: Scholar, Standard, Standard Accelerated, and Career. The exact credit requirements are listed on our website and in a separate packet.

The **Scholar Diploma** is designed to prepare students for entry into more demanding colleges and universities and provide them with greater depth and knowledge in selected fields of study.

The **Standard** is designed to prepare students for entry into the majority of 4-year colleges and universities.

The **Standard Accelerated** is designed to prepare students for entry into a community college or small college.

The **Standard Career** is designed to prepare students for entry into a community college or vocational program.

In addition to your diploma plan requirements, please note the following:

Dual Enrollment (DE): Champion encourages students that excel academically to additionally take classes at the college level in their Junior and Senior year of high school. Students must have a GPA of 3.0 or higher to consider dual enrollment and be prepared to take college level classwork.

- Scholar -28 credits
- Standard -24 credits
- Accelerated -18 credits (3 year graduation)
- Standard Career -18 credits
- Certificate of Participation (Students unable to meet graduation requirements)

Please make sure to look at Diploma Requirements for your students graduating year as they may vary

B-1. Graduation Requirements for Current Seniors Graduating through 2024

High School Scholar Diploma - 28 Credits

4 credits in English
4 credits in Social Sciences (World History, American History, American Government, Economics, and any other Social Studies credit to make 4)
4 credits in Math (Algebra 1 and Geometry or higher)
4 credits in Science (to include Biology 1 with lab and one other science with a lab)
2 credits in same Foreign Language
1 credit HOPE
1 credit in Practical or Performing Arts
8 credits in Electives (½ credit volunteer public service)

Additional Graduation Requirements A GPA of 3.5 or higher, a minimum of two honor classes in either English, Science, or Math, and a SAT College Board Exam Score of 1170 (without writing scores) or ACT 25.

High School Standard Diploma - 24 Credits

4 credits in English
3 credits in Social Sciences (World History, American History, American Government, Economics)
4 credits in Math (Algebra 1 and Geometry or higher)
3 credits in Science (to include Biology 1 with lab and one other science with a lab)
1 credit HOPE
1 credit in Practical or Performing Arts
8 credits in Electives

Additional Graduation Requirements: A GPA of 2.0 or higher and a SAT College Board Exam of 930 or higher (without writing scores) or ACT Score of 16. The PERT will also be considered.

High School General Information Continued

B-1. Graduation Requirements through 2024 Graduates Continued

High School Accelerated (3 Year) Standard Diploma - 18 Credits

4 credits in English
3 credits in Social Sciences (World History, American History, American Government, Economics)
4 credits in Math (Algebra 1 & Geometry and higher)
3 credits in Science (to include Biology 1 with lab and one other science with a lab)
4 Electives

Additional Graduation Requirements: A GPA of 2.0 or higher and a SAT College Board Exam of 930 (without writing scores) or higher or ACT Score of 16.
Foreign Language and one online course are REQUIRED for Bright Futures.

High School Standard Diploma - 18 Credits

4 credits in English
3 credits in Social Sciences (World History, American History, American Government, Economics)
3 credits in Math (Algebra 1 required)
3 credits in Science (to include Biology 1 with lab and one other science with a lab)
5 credits in Electives (2 credits from same career electives)

B-2. Graduation Requirements for Rising Freshman Graduating 2025 and After

High School Scholar Diploma - 28 Credits
4 credits in English
4 credits in Social Sciences (World History, American History, American Government, Economics, Geography, or any other Social Studies credit to make 4)
4 credits in Math (Algebra 1 and Geometry or higher)
4 credits in Science (to include Biology 1 with lab and one other science with a lab)
2 credits in same Foreign Language
1 credit HOPE (Health Opportunities through Physical Education)
1 credit in Practical or Performing Arts
8 credits in Electives (including ½ credit volunteer public service)

Additional Graduation Requirements A GPA of 3.5 or higher, a minimum of two honor classes in either English, Science, or Math, and a SAT College Board Exam Score of 1210 or ACT 25. One online course.

High School Standard Diploma - 24 Credits

4 credits in English
3 credits in Social Sciences (World History, American History, American Government, Economics)
4 credits in Math (Algebra 1 and Geometry or higher)
3 credits in Science (to include Biology 1 with lab and one other science with a lab)
1 credit HOPE (Health Opportunities through Physical Education
1 credit in Practical or Performing Arts
8 credits in Electives

Additional Graduation Requirements: A GPA of 2.0 or higher and a SAT Reading 24, Writing & Language 25, Math 24 or higher or ACT Score of English 17, Reading 19 and Math 19. The PERT will also be considered. One online course.
Foreign Language is REQUIRED for Bright Futures.

B-2. Graduation Requirements for Graduates 2025 & After Continued

High School Accelerated (3 Year) Standard Diploma - 18 Credits

This diploma option is for students graduating after 3 years of High School and entering college in the fall after their junior year. Students should take rigorous classes including honors, dual enrollment, and AP for 6 of the 18 credits.

4 credits in English
3 credits in Social Sciences (World History, American History, American Government, Economics)
4 credits in Math (Algebra 1 & Geometry and higher)
3 credits in Science (to include Biology 1 with lab and one other science with a lab)
4 Electives

Additional Graduation Requirements: A GPA of 2.0 or higher and a SAT Reading 24, Writing & Language 25, Math 24 or higher or ACT Score of English 17, Reading 19 and Math 19. The PERT will also be considered. One online course.
Foreign Language is REQUIRED for Bright Futures.

High School Standard Diploma - 18 Credits

4 credits in English
3 credits in Social Sciences (World History, American History, American Government, Economics)
3 credits in Math (Algebra 1 - required)
3 credits in Science (to include Biology 1 with lab and one other science with a lab)
5 credits in Electives (We recommend that students desiring to earn this diploma should take at least 3 vocational credits in a single career and technical education program with a 3.5 GPA in those courses. This satisfies the Florida Bright Futures Gold Seal vocational credit requirement. If a student graduates without the vocational credits, he/she will not qualify to receive the money even if every other qualification is met).

Additional Graduation Requirements: A GPA of 2.0 and higher and academic achievement testing determined by school, showing student reached potential in Reading and Math through Diagnostic or Achievement testing.

C. Grade Point Average

An overall average of 70 or better is required to graduate from Champion. In order to graduate on the Scholar Diploma Plan, you must have an overall average of 80 or better.

D. Dual Enrollment

The minimum age for most dual enrollment programs is 12 but may vary. You may contact the college or community college of your choice and find out if they allow dual enrollment and their eligible age. Once you have selected your college, they may have specific paperwork or contracts that CPA will need to complete. The parent may be requested to get the forms to CPA, or the school may send them directly to us. Please allow at least 60 days advance notice to make sure everything is set up so you can enroll without any delays. Students should have at least a 3.0 GPA to consider trying dual enrollment. Dual enrollment courses will count for high school credit and college credit.

We encourage Champion students who have a 3.0 and above and are college ready (usually by 11th grade & up) to take advantage of our dual enrollment agreement with Seminole State or Valencia College. Students earn both high school credit and college credit. Students may take online dual enrollment classes or attend classes on the campus of Seminole State or Valencia College. Many of our past students have completed 30–60 hours of

High School General Information Continued

E. Work Study

High school students may receive credit for working but must complete required documentation for this program. The forms are available under Documents on our member only website. Each 75 hours of work is counted as .5 credit. The course name is called Work Experience OJT code 8301650.

F. Community Service

High school students completing volunteer hours for the Florida Merit Scholarship must have their volunteer program approved by CPA before starting the program. All hours must be documented and signed by an adult volunteer supervisor. 75 hours of volunteer work is counted as .5 credit.

G. Bright Futures Scholarship

Florida Residents: The Florida Bright Futures Scholarship program has complete information on their website. Senior students apply online through Florida Bright Futures. CPA will enter qualifying course grades. Bright Futures will notify student of award amount. Please read the guidelines for the scholarships so student can meet the academic and other qualifying requirements. The CPA guidance counselor is available to discuss Bright Futures

H. Academic Advising

Our guidance counselor is available to meet with all parents, but CPA requires all eighth grade through twelfth grade families meet with guidance counselor once a year to discuss diploma options, graduation requirements,

I. SAT, ACT, or PERT Requirement

All students desiring to receive a Scholar, Standard, or Accelerated Standard diploma are required to take either the SAT, ACT, or PERT in order to graduate from Champion. College applications and many scholarship applications require either SAT and/or ACT scores. Plan to take one and/or all of these tests as early as possible. We recommend no later than the spring of your junior year or the latest take it in the fall of your senior year.

J. Transferring Credits from an Accredited High School

- The class submitted for credit must be a credit-bearing class
- The student must have a passing final grade of 60% or above
- An official transcript from the school where the student received the actual credits must be submitted

K. Transferring Credits from a Private Unaccredited High School, Home-School, or Informal Setting

- The class submitted for credit must be congruent in content and academic level as offered by Champion.
- An official transcript (*or* grade report in the case of a home school) must be submitted.
- The student must have used a standard high school level textbook (a fill-in-the-blank workbook approach is not acceptable), and taken closed-book tests or essay exams.
- The student must have received a passing grade of 60% or higher.
- Form 603 Transfer of Records must be submitted by the parent to the student's previous school or homeschool parents must submit a transcript and record of all courses taken.
- Champion reserves the right to request additional documentation for the course. In the event that a student does not have the required final exam(s) and/or research paper, the following methods may be used to transfer credit: (a) a student may demonstrate mastery of the material of an earlier level of math, English, or a foreign language by successfully passing a Champion entrance exam and at least one semester of work with a grade of 60% or better. (For example, if a student passes the entrance exam to Algebra II and earns at least a 60% in Pre-Calculus the first semester, the transfer credit would be accepted; (b) at its discretion, Champion may administer comprehensive exams for academic subjects being transferred. A student would receive credit with a grade of 70% or better on the exam(s); For foreign language classes, students will be expected to show proficiency by taking a Champion foreign language exam corresponding to the level they wish to transfer.
- Current students wishing to take courses outside of Champion and transfer those credits **must make prior arrangements** with the Academic Advisor.

High School General Information Continued

L. Transfer of Credits for Elective Courses

In the event a student wishes to apply for transfer of elective courses, Champion must receive a transcript or progress report from the official instructor of the class.

- The student must receive 67.5 hours of instruction for .5 credit and 135 hours for 1.0 credit.
- Hours of instruction for elective credits (Athletics, Forensic Science, Computer Courses, Fine Arts, etc.) will **only** begin accruing the summer before the 9th grade year.

M. New Senior Enrollment

CPA accepts students in their senior year until October 1. Seniors must complete six credits with CPA and complete all CPA graduation requirements. All seniors must have their records reviewed before final acceptance. All seniors are required to take the SAT (college board) or ACT as part of their graduation requirements (see score requirements on the graduation requirements page). If a student has not achieved the required scores on the SAT or ACT, we will consider a passing score on a College Placement Test (PERT) or a high school exit exam. Students

N. Senior Year Course Load

Your senior year class schedule should reflect a challenging course load. Colleges frequently request confirmation on whether a student has taken the most rigorous program available when determining scholarships. Grades during the senior year are just as important as during any other year. Every college will request a final transcript upon graduation and scholarships may be revoked if grade point averages and/or class rank no longer meet the scholarship criteria.

Q. Typical High School Course Selection

9th Grade:
English 1
Math (Algebra 1)
American History
Biology with Lab
Foreign Language
HOPE

10th Grade:
English 2
Math (Geometry or Algebra 2)
World History
Chemistry with Lab
Foreign Language 2
Fine or Performing Arts
Electives

11th Grade:
English 3
Math (Algebra 2 or Geometry)
American Government/Economics
Science without Lab
Electives
We recommend dual enrollment for 11th grade.

12th Grade
English 4
Math (Pre-Calculus or Trigonometry)
Electives
We recommend dual enrollment for 12th grade.

R. Graduation

A beautiful graduation is held in June in Apopka, Florida. All students are encouraged to participate in this wonderful ceremony. Seniors who plan to attend the graduation must pay the graduation fee along with their senior tuition. Students who are within 3 months of completing their requirements may participate in the

Steps to Enrollment

A. Cancellation Policy for Current and New Members

- All CPA Homeschool Academy registration fee's are NON-Refundable .
- Enrollment requires a one year financial commitment regardless of early withdrawal or lack of attendance. Should a family need to withdraw and we are able to replace your child's enrollment with another student, your financial commitment will be forgiven with the exception of one additional monthly payment from the time of your notice to withdraw.
- There is no refund for tuition paid in advance.

B. Homeschool Academy Enrollment (New Members)

Please read the information packet carefully. If you have questions, please sign up for an information meeting (online or on-campus) www.championprep.org.

1. Click on Apply Now-Homeschool Academy on our website (www.championprep.org).
2. Complete the Online Enrollment form, and select the program CPA Homeschool Academy Grade level for your student.
3. Our staff will review your online application, If anything is missing we will notify you.
4. Next, you will need to pay your registration fee. The link to make this payment will be emailed to you along with your automatic enrollment confirmation. Once you have paid your registration fee, you will receive a Steps to Finalizing your Enrollment email. This email will give you specific information about required student records and how to make your tuition payment.
5. Champion will email you a welcome letter with a link and password to our member website around July 1, or within 15 days if enrolling mid-year.

C. Current Members: How to Finalize your Enrollment

See Instructions on Sycamore Enrollment Article.

1. Enroll Online on our member website-Sycamore.
2. Pay Registration Fees along with enrollment. If you need special arrangements for your Registration Fees, please consult with Mrs. Garcia.
3. Set Up FACTS, only if you don't already have an account, and need monthly payments.



Required Student Records

(New Members Only)

A. General Information

This paperwork is required by the Department of Education and must be submitted by July 15, or within 10 days of enrollment if enrolling after July 15.

Definitions:
Distance Student: Any student not participating in on-campus classes
On-Campus Student: Any student enrolling in on-campus programs (Preschool-Day School, S.T.A.R., or enrichment classes)

B. Student Transferring from a Public or Private School

Please mail or take the CPA Transfer of records form (603) to your child's previous school at the time you officially withdraw from school. If your student is in high school, please mail or fax a copy of their transcript prior to enrollment. Many schools will take longer than 10 days to send your records. If we have not received your records within 10 days, we will call the school to confirm that you are a student in good standing, and they will be sending the records. Once this is confirmed, your enrollment can be finalized without receipt of records. Please note, CPA does not send the 603 form to the school unless a school will not accept a parent submitted request of records. Should this happen, please contact our school.

C. Student Transferring from Homeschooling

If you are currently homeschooling and are not transferring records from another school, please submit the following within 10 days of enrollment:

Birth Certificate (copy)
Physical Form
Immunization Form
Current Achievement Testing (within one year)
Progress
Attendance Reports

1. Grades 1 – 8: Submit progress and attendance records for each year of homeschooling for grades 1-8 (a list of subjects taken, grades, and attendance for each year of school).
2. High School: All high school students need to submit a high school record showing credits, courses, grades, and attendance for 8th grade and each year of high school completed prior to enrollment. CPA guidance may request to see the student's work in order to verify credit.



Financial Policies



Champion utilizes an outside tuition management company called FACTS Tuition Management to collect all tuition fees. All members, except those who pay in full with a check within 10 days of receiving the Steps to Finalizing your enrollment email, need to set up a FACTS account. Parents may log into their FACTS account at any time and make additional payments. The link will be provided in your Steps to Finalizing Your Enrollment email.

Monthly Payment Plans are from June-May (12 months). If you enroll after June, the monthly payments will be based on the yearly amount/by the number of months available for payment.

A. Registration Fee

The non-refundable application fee is due at the time of registration. Enrollment is not done until this fee is paid in full.

B. FACTS Fees

FACTS charges a one-time per year, per family fee of $45.00 for setting up monthly payments, or a $10.00 fee, per year, per family for 1-2 payment options. There are additional small fee charges for the use of credit cards.

C. Tuition Payment Options

We offer the following options for tuition payments:

Payment Option 1: Yearly Payment

Pay in full at the time you enroll.

Payment Option 2: Monthly Payments

The school is extending credit to your family so you can pay monthly payments. If you select monthly payments, you will need to set this up on FACTS at the time of registration. There is a $45.00 one-time family fee for this option. Payments must begin by June 1, or the month of registration if enrolling after June 1.

D. School Records

School records are required by the state and must be transferred to Champion immediately upon withdrawal from your previous school. Form 603 Transfer of Records is available for you to give to your school for the transfer.

E. Withdrawal Policy

Enrollment requires a one-year financial commitment, regardless of early withdrawal or lack of attendance. Should a family need to withdraw and we are able to replace your child's enrollment with another student, your financial commitment will be forgiven with the exception of one additional monthly payment from the time of your notice to withdraw. There is no refund for tuition paid in advance.

See Tuition and Fee Schedule for fees.

Tuition and Fees

A. Calendar Year

Membership for the school year is from June 1- May 31. Tuition is the same regardless of the time you enroll. Starting on March 1, families that are additionally enrolling for next school year can add March-May for an additional fee of $100.00 per student. Champion accepts new enrollment year-round.

B. Current Member Late Re-Enrollment Fees

Re-enrollment for current members is available from April 15-May 15. A late fee of $50.00 per family will be charged if enrollment is not completed by May 31. After July 1, there is a late fee of $100.00 per family. All member services will stop on May 31 for families not re-enrolled.

C. Registration Fees

Registration fees are due at the time of your enrollment and are non-refundable. You will receive an automatic email to confirm your online enrollment. This email will have a link to make your registration fee(s) payment(s). Credit cards or PayPal are accepted. You may also mail a check to our school address. Once we receive payment for registration, you will receive a Steps to Finalizing your enrollment email.

D. Tuition Fees Include:

K-12 tuition fees include:
K-8 Moby Max Skills Assessment
SAT10-Grades 9-11
Educational consultation and guidance
Record keeping
Online reporting
Progress reports for K-8
Transcripts for high school
Access to our member website with many educational resources and CPA forms
Participation in all activities and field trips

FPEA, activities, and field trip fees are NOT included in tuition.

E. Testing Fees

All students are required to take a yearly assessment, which is provided by Champion at no charge. Students that do not test as required will be charged a $75.00 late testing fee and will be required to test before re-enrolling.

F. New High School Student Credit Evaluation Processing Fee

This one-time fee for grades 9-12 is for any new incoming high school student. All high school credits are transferred to our database, a requirements guide is completed, and a new CPA transcript is prepared for each new student. This fee is non-refundable once credits have been processed! See the fee schedule for fees.

G. Withdrawing Your Student

Parents must notify the school in writing of intent to withdraw. Parents that choose the monthly option to pay fees must pay yearly tuition in full before withdrawing from CPA. CPA will automatically deduct all fees due on the last month of your enrollment. Records will not be transferred if yearly fees are not paid in full.

Tuition and Fees Continued

Grade Level	Registration Fee (Due with enrollment)	Yearly Tuition	Monthly Payment June - May (12 mos.)
Grades K-8	$75.00	$250.00	$20.83
Grade 9-11	$100.00	$350.00	$29.16
Grade 12 with Graduation Ceremony	$100.00	$650.00	$54.16
Grade 12 without Graduation Ceremony	$100.00	$600.00	$50.00
Homeschool Academy Late Reporting Fee (per student) (Course of Study Sept, Grade Reports- Dec/ May)	$50.00		
Homeschool Academy Late Required Testing Fee (per student)	$75.00		

Other School Fees NOT included in tuition (add as other fees at time of registration)	Other Fee	Other Codes
Senior Graduation (Does not include cap and gown-parent must order)	$175.00	SR
New 9th grade student with high school credits-High School Credit Review Fee (one time-fee)	$50.00	9CR
New 10th grade student - High School Credit Review Fee (one-time fee)	$175.00	10CR
New 11th grade student - High School Credit Review Fee (one-time fee)	$275.00	11CR
New 12th grade student - High School Credit Review Fee (one-time fee)	$375.00	12CR
Additional Fees (paid during the year as needed)		
Moby Max instructional program (For Monday only families)	$50.00	
Document or Transcript Rush Fee (School has less than two weeks to complete the request)	$40.00	
8th grade Graduation (includes cap and gown rental-student keeps tassel)	$50.00	
VPK - K Graduation No fee for VPK (includes cap and gown rental-student keeps tassel	$40.00 K only	
SAT 10 - online (optional testing) (included for full-time students on scholarship)	$50.00	

Form Appendix

Form 603 - Request for Transfer of Records

New Members please give this to your current school. If you are home schooled through the county and don't have a school, please submit all the requested documents requested on Form 603.

CONTACT US- If you need help enrolling or have any questions, please don't hesitate to contact us.

Admissions: Phone: 407-788-0018 ext. 8 email: admissions@championprep.org

Office hours: 9a-4p Mon.-Thur. The office is closed on Friday and school holidays.





CHAMPION PREPARATORY ACADEMY
Fully Accredited

RELEASE OF RECORDS FORM 603

Permission is hereby granted to:

Previous School Name _____

Address: _____

_____

Student Name: _____ Grade: _____

The above-named student has registered at Champion Preparatory Academy.

Please release the following information:

- Birth Certificate
- Physical
- Immunization
- Student Academic Records and Testing
- Discipline Records
- Exceptional Education Records

Written information is to be sent to the attention of:

Registrar
Champion Preparatory Academy
251 East Lake Brantley Drive
Longwood, FL 32779
admissions@championprep.org

Authorization to release pupil's records:

I have enrolled my child _____ _____
Name Date of birth

at Champion Preparatory Academy and authorize you to release the documents listed above.

Signature of Parent or Guardian _____ Date_____