



Dear Parent:

Welcome to Christian Academy of America!

Please read and follow the instructions of this handbook, carefully. These tried and proven procedures will help you meet the academic goals for your student. Remember, success in this endeavor will be accomplished a day at a time.

This Handbook contains the written Academy policies that may not be found in any other Academy document. Please keep it accessible and refer to it first when you have questions.

The Academy will be sending two Required Compliance Forms to you by email. Your responses on these two forms, RC #1 and RC #2, will ensure that you have successfully started your home school journey. RC #1 should come to your email within one week of receiving your materials and RC #2 within one month. Completing these forms is required for continued enrollment with CAA.

The Academy reserves the right to request Workbooks, Tests, or other work at any time to verify the integrity of the work that is being completed and the grades that are being submitted. Please keep all workbooks, worksheets, and copies of tests until three months after the end of the year-end report card date.

Your compliance with the procedures as set forth in this Handbook deserves your utmost attention.

We look forward to working with you to make your home schooling experience a success!

God bless you!

Jonathan M. Pulaski
Administrator

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Important Note:

The Academy reserves the right to examine all coursework and further reserves the right to withhold passing grades for courses which are incomplete, show signs of Program Abuse, or Non-Compliant with procedures. See Verification of Coursework Policy on pg. 19.

GETTING STARTED

(Workbook Curriculum)

1. Begin by organizing your material. A list of the enclosed materials is attached to your invoice. If you feel there are missing materials, you must notify the Academy office within ten days of receiving the curriculum. There may be items on backorder. If so, there will be a notation of "To Follow" on your invoice.
2. Remove the Test from the center of each Workbook with a gentle, firm tug. The student should never see this test until he sits down to take it. Next, remove the Test Key (answers to the tests) from the Score Keys. **The Test Key should never be seen by the student under any circumstances.** **The Tests and Test Keys should be kept in a secure (locked) location.**
3. If your student is in the 8th - 12th Grade Level, he may have a course that contains Activity Pacs. If so, remove these from the center of the Workbook with a gentle, firm tug and issue with the corresponding Workbook.
4. You may then issue the first Workbook (lowest number) in each subject to your student. Do not issue more than one workbook in each subject.

Any reference to a PACE in the materials is referring to the Workbook.

Any reference to Supervisor in the materials is referring to the parent or other adult that is designated by the parent to supervise the student's school work.

ATTENTION!

Be sure to read through the *Frequently Asked Questions* on pp. 10-13 of this handbook. Many of the important policies of C.A.A. are documented on these pages.

Daily Procedures

(Workbook Curriculum)

1. All coursework is to be completed in **pencil**.
2. In Lower Elementary workbooks, the student is to trace any letter, number, or word that is in gray or that is dotted. Examples: 
3. If you are using a five-day school week, the student should complete a total of 20 pages per day. Therefore, if your student has five subjects, he should complete 4 pages per day in each subject and 2 pages per day per Activity Pac.
4. Set up a special Scoring Area. This should be a counter or table that is at least five steps away from the Coursework Area and visited only with parent permission and supervision. Keep the Score Keys (Answer Keys) and Red Ink Scoring Pen in this area.
5. The student should Score his coursework each day. This is a proven concept that not only saves the supervisor time, but also increases the learning and comprehension of the student. The score keys, not only have the correct answers, but also solutions, graphs and other learning tools. This allows the student to see not only *what* they may have gotten incorrect, but also *why* it was incorrect, giving them instant academic feedback.
6. All answers are to be checked against the Score Key every day. Using the Red Pen, the student should mark incorrect answers with a red 'X'. The student should return to his Coursework Area and correct all incorrect answers. Assure the student that you will help him learn the material, but not give him the answers.
7. The student should now Rescore his corrected coursework at the Scoring Area. Checking his corrected answers with the Score Keys (Answer Key), the student should circle each red 'X' with the Red Pen when the answer is correct.

Daily Procedures, cont.

8. Look and Ask! Procedure:



LOOK and **ASK!**

Each day be sure to **Look** over all of your student's assignments including Checkups (quizzes) and Self-test reviews to make sure they are complete. Take time daily to **Ask** your student about their assignments and new things they have learned. It is important to engage them in conversation to better assist them academically, socially and spiritually. Engage them by using question words such as: who, what, where, when and why. As a home educator, God has given you the unique gifts and ability to help your student as you seek His help and listen to them.

9. **Checkups** should be taken only after all questions on previous pages have been scored and rescored. The student should be granted permission to take the **Checkup** by the parent (supervisor).

Once the Checkup is started, do not allow the student to look back in the Workbook until the Checkup is completed and scored.

10. The **Checkup** should be scored and rescored before proceeding by following the Scoring Procedures #4 - 7.
11. Repeat the above steps until the **Self-Test** is reached. The parent should check to be certain that the entire Workbook is complete to this point and has been scored properly. Then, the student reviews the entire Workbook, concentrating on the Checkups and Vocabulary. When the parent feels the student is ready, permission is granted to take the **Self-Test**.

Once the Self-Test is started, do not allow the student to look back in the Workbook until the Self-Test is completed and scored.

Daily Procedures, cont.

12. After completion, the **Self-Test** is scored, corrected, and rescored. Then, the student should spend some time studying the Self-Test, paying special attention to missed questions. Use the Study Techniques on pg. 21 of this handbook. When satisfied that your student is ready for the Test, the parent should secure the Workbook and Score Key and keep both of these items in parental possession. On the following morning, the Test should be administered.
13. On the following morning, issue the **Test**, which should be taken under parental supervision, only. Do not allow the student to have access to the Workbook or leave the Testing Area. Do not assist during the Test or allow the student to have access to other books, websites, or notes. The exception to this is the Geometry Handbooks that students complete from the middle of their workbooks.
14. When the student is finished with the **Test**, using the Test Key, privately grade the Test. Do not grade the test in the presence of the student.
15. After you have privately graded the Test and recorded the score on the front of the Test, on the front of the Workbook, and on the Master Record Sheet. Then, review the Test results with the student. Praise the student for his successes and challenge him repeatedly to do his best and give constant assurance he will excel when he applies himself.
16. **If the student scores less than 80%**, the parent should review the Workbook with the student and help him grasp the concepts that he doesn't understand. Use some of the Study Techniques on pg. 21 of this handbook. The student should erase the Checkups, Self-Test, and Test, and then rework those portions of the Workbook. Remind the student of the important educational element of repetition. The student should take one to two days to review the coursework. The retake of the Test should be given 48 hours after the first testing. The highest recorded Retest score should be 80%.

Daily Procedures, cont.

17. Record the Test or Retest scores on the Master Record Sheet, on the front of the Test, and on the front of the Workbook. Keep the Tests to return with the Master Record Sheet to the Academy Office.
18. Scripture references in the workbooks primarily use the King James Version (KJV) of the Bible. Some answers to questions will be taken directly from this version. If you do not have this version, there are many websites that you can access that would have the KJV. However, memory verses may be done in the version of the Bible that you prefer. Memory verses should be completed in the workbooks and **must be completed on the Final tests** to receive full points for that test.

ATTENTION!

Do Not discard the Workbooks. Do Not Return the Workbooks to the Academy, unless instructed to do so by the Academy Administrator.

TUITION PAYMENT INFORMATION

Remember to make your tuition payment in a timely manner. Check your last invoice for the next tuition payment due date. If you fail to make your tuition payment by the due date, your student will be placed on the inactive roll and there is a \$10 reactivation fee. If you do not reactivate your student within three months, the R.E.D. policy will be activated.

The R.E.D. policy prohibits the reactivation of students that have been inactive for more than three months or have received three inactive notices in one year.

Tuition payments may be made online at
<https://www.chaoa.com/payment-center/> .



Periodic Procedures

1. Parents of new students are required to send reports to the Academy office three times during the first year and twice per year thereafter. The three reports due the first year are the First-Month Report, the Mid-Year Report, and the End-of-the-Year Report.

The First-Month Report (New Students Only)

The First-Month Report is sent to the Academy office after the completion of one month of homeschool. By this time, each student will have completed at least one Workbook in each subject. Using the return envelope that was sent with the initial shipment of curriculum, return one completed test of each subject for each enrolled student. Reenrolling students are not required to send in a First Month Report.

The Mid-Year Report

The Mid-Year Report is sent to the Academy office after the completion of one-half of the year of curriculum. Simply, tear off the back copy (pink) of the Master Record Sheet and return it with the completed Tests, Score Keys, and Test Keys to the Academy Office. Do Not Return the Workbooks. The Workbooks must be retained by you and are only sent to the Academy office upon request of the Academy staff.

The End-of-the-Year Report

The End-of-the-Year Report is sent to the Academy office after the completion of the entire year of curriculum. As you did for the Mid-Year Report, tear off the back copy (yellow) of the signed Master Record Sheet and return it with the completed Tests, Score Keys, and Test Keys to the Academy Office. The End-of-the-Year Report must also include the signed [Authenticity and Compliance Certificate](#) which can be signed online at the Academy website - Parent/Student Resources page. The password is 777.

The Academy will not issue a Report Card unless and until all the end-of-the-year items have been received. The Workbooks must be retained by you for at least three months after the Report Card date and are only sent to the Academy office upon request of the Academy staff. Don't forget to return the Academy's CDs and Reference Books.

Please return all Academy CDs, Reference Books and Keys.

All forms must be completed and signed.

2. It is **the parent's responsibility** to see that the student achieves to his maximum potential. Be careful to note difficult areas and study them with your student. Help them through the problem areas in a caring, gentle way, without "giving the answers".

3. Your long-range goal should be to complete a year's work during the normal school year. Although some parents choose to go year round, which allows more time for completion, others choose to use the nine-month school calendar and the Summer Break for coursework that is not completed. Your schedule should be planned and noted on the **Master Record Sheet** or some other form of daily diary of events.

Important Note:

The Academy reserves the right to examine all coursework and further reserves the right to withhold passing grades for a course which is incomplete, show signs of Program Abuse, or Non-Compliant with procedures. See Verification of Coursework Policy on pg. 19.

Please use a shipping method with a tracking number.

CAA is not responsible for lost work.

Return your reports to:

**Christian Academy of America
175 Double Oaks Dr.
Double Oak, TX 75077**

Frequently Asked Questions

Q. “When should I send my next tuition payment?”

A. Check your last Invoice for the next tuition date.

Annual Tuition: If you paid the annual tuition, your next payment should be sent within 12 months.

Quarterly Tuition (1/4 year): If you paid the quarterly tuition, your next payment should be sent within 3 months or sooner if the work is completed.

Q. “What happens if I am late in sending the next tuition payment?”

A. The next shipment of school work will not be sent until the next tuition payment is received. If you miss the tuition due date, your student will be placed on the Inactive Student Roll until the tuition payment is received. **The reactivation fee is \$10.00.** Failure to send the tuition payment within three months of the tuition due date could result in the activation of the R.E.D. (Reactivation Expiration Deadline) policy.

The R.E.D. policy prohibits the reactivation of students that have been inactive for more than three months or have received three inactive notices in one year.

Q. “When should I send my student’s completed work?”

A. Three times per year for new students (First month, Mid-year, and End-of-year), and two times per year for returning students (Mid-year and End-of-year). When the student completes the first month, send one completed test from each subject to the Academy office in the envelope provided. Then, when the student completes two quarters of work or half the school year of work, you should send the Mid-year report.

When sending the Mid-year report, tear off the back copy of the **Master Record Sheet** and return it with the completed **Tests, Score Keys, and Test Keys** to the Academy Office. Always keep the top copy of the **Master Record Sheet** for your personal records.

The End-of-the-Year Report must contain all the items in the Mid-year report and must also include the signed **Authenticity and Compliance Certificate** which can be found on the CAA Resources page (password 777). The Academy will not issue a Report Card unless and until all of the end-of-the-year items have been received. Do not return the Workbooks. The Workbooks must be retained by you for at least three months after the Report Card date and are sent to the Academy office upon the request of the Academy staff. Don’t forget to return the Academy’s CDs and Reference Books.

The Report Card is sent only after all End-of-the-year required items are received.

Frequently Asked Questions, cont.

Q. “What is the Academy’s ‘School Year Schedule’?”

A. Each family may choose their own ‘School Year Schedule’, which should not exceed 12 months. There are 9 months (36 weeks) in a normal, academic school year. The two most important dates on your school calendar are the Start Date and the Ending Date. Between these two dates, you need to plan at least 36 weeks of academic time. There can be vacation times interspersed throughout the calendar or placed at the end.

Q. “May my child finish the school year early?”

A. It is completely acceptable for a student to finish the school work in less than nine months. If a student finishes a year of school work in less than five months, the Accelerated Progress Policy will come into effect. The Academy will exercise the right to require the parent to return the Workbooks as well as tests for examination.

Q. “Does Christian Academy of America recommend a daily home school schedule?”

A. A daily schedule creates the disciplined environment that is necessary for your child’s success in your home school. A daily home school schedule will free you from the hassle of creating a schedule at the start of each school day. Be sure to include break times into this schedule. A student needs a 10-minute break for each hour of school work. Younger students will need more frequent breaks.

Q. “How much time in the daily home school schedule should be devoted to physical fitness?”

A. The President’s Council on Fitness, Sports & Nutrition has stated, “Children and adolescents should get 60 minutes or more of physical activity daily. Most of the 60 or more minutes a day should be either moderate- or vigorous-intensity aerobic physical activity, and should include vigorous-intensity physical activity at least three days a week. As part of their 60 or more minutes of daily physical activity, children and adolescents should include muscle- and bone-strengthening physical activity at least three days of the week.”

Continued on next page.

Frequently Asked Questions, cont.

Q. “What are the legal requirements for home schooling?”

A. Home schooling requirements differ from State to State. If you have questions about your State’s home schooling requirements, contact the National Center for Life and Liberty (NCLL). NCLL is located on the Internet at www.NCLL.org . Be sure to identify yourself as a parent enrolled in Christian Academy of America. Another great source is the Home School Legal Defense Association (HSLDA).

Q. “Do the Academy’s credits transfer to private and public schools?”

A. CAA has been blessed to attain some of the highest accreditation available. The Academy’s accreditation allows the receiving school a high degree of confidence regarding the transferability of credits. Public and Private schools have varying rules and policies regarding the acceptance of transfer credits and we work every day with schools across the nation. Our credits have also been accepted at most colleges across the nation. Please see Accreditation on page 14 for more explanation.

Q. “How will my child learn to socialize with other children?”

A. Regardless of where they receive their education, children interact with parents, family members, neighbors, friends and people in the community. In fact, we know from experience that the socialization children receive during homeschooling is healthier, happier and more productive than the so-called socialization that occurs in most traditional schools. Community-based programs like soccer, baseball and gymnastics are just a few examples of activities in which home school kids regularly participate. Church activities are also an important part of children’s socialization. In addition, many school districts allow home school students to participate in extracurricular activities from band to drama to sports.

Q. “Do home school families have access to extracurricular activities?”

A. Homeschooling is a very efficient method of education. In other words, a lot more learning takes place in four hours of home school than in a traditional school setting. Therefore, children who are educated at home have more time to pursue their hobbies, interests, and talented pursuits. At Christian Academy of America, you and your child are not constrained by a regimented school day. In fact, CAA has helped many elite athletes as well as actors gain the education they need while still pursuing their passions.

Continued on next page.

Frequently Asked Questions, cont.

Q. “Aren’t all Home School Academies the same?”

A. Christian Academy of America is not just a “homeschool academy.” CAA is an accredited private school. We provide VOE’s, report cards, transcripts, standardized achievement testing, high school counseling and many more services that are provided by traditional private schools. Christian Academy of America customizes the homeschooling experience for each family and each child may utilize several individualized, flexible curriculums, coupled with on-call support for all your administrative and academic needs. The Academy calendar is individualized for each student by the parent.

An additional note: Many cyber schools or online distance learning schools are now being operated under state control. This means, a state-controlled curriculum with no teaching of God, our Savior and Lord Jesus Christ, or His principles.

Q. “Are nationally standardized achievement tests required?”

A. There are some states that require homeschool parents to test their children annually with nationally standardized achievement tests. C.A.A. offers nationally standardized achievement tests online every spring to students in the 4th through 12th grades.

Q. “How many students home school in the United States?”

A. More than two and a half million children are home schooling in the U.S. according to the U.S. Census Bureau. Government statistics show that the number of new homeschooling families is rising 15 to 20 percent each year.

The Academy reserves the right to examine all school work and further reserves the right to withhold passing grades for courses which are incomplete, show signs of Program Abuse, or Non-Compliant with procedures. See Verification of Coursework Policy on pg. 19.

Accreditation and Affiliations



Christian Academy of America is pleased to announce the recent accreditation of the Academy by the Association of Christian Teachers and Schools (ACTS). ACTS is a non-profit organization that strives to set new standards of Christ-centered academic excellence while assisting Christian schools to realize the highest level of educational credibility. ACTS is passionately committed to a Biblical Worldview that is consistent with God's Word, building partnerships with Christian schools, and serving current and prospective members with resources, consulting, advice, and mentoring.



Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools

The Academy is fully accredited by the **Middle States Association of Colleges and Schools / Commissions on Elementary and Secondary Schools**. Middle States Association is a regional accrediting association that accredits both public and non-public educational institutions. Programs of study accredited by Middle States are part of an international educational network whose members have demonstrated success in educating students. Middle States has recognition worldwide as a symbol of quality academic schools. These rigorous standards of accreditation provide the following direct benefits for parents and students:

1. Experiencing ease in transferring credits from one school to another.
2. Gaining greater access to federal loans, scholarships, post-secondary education and military programs that require students have attended a school with accreditation.
3. Benefiting from this institution's commitment to raising student performance and accountability.



Christian Academy of America is also nationally accredited by the **National Association of Private Schools (NAPS)**. NAPS is an independent educational association consisting of private school administrators and Christian educators from across the United States and Canada. The Association is dedicated to recognizing and improving the spiritual and educational quality of private and Christian schools that excel in the nontraditional private school environment. Mr. Jonathan Pulaski, administrator at Christian Academy of America, is privileged to serve on the Board of Directors of NAPS.



National Council for Private School Accreditation

Recognizing Quality Schools & Accreditors Worldwide

Serving as a national review panel for the standards and review procedures of private school accrediting associations.

NCLL

Christian Academy of America has partnered with the **National Center for Life and Liberty** (NCLL). NCLL seeks to help parents to understand and comply with homeschool legal requirements in individual states. Through this partnership, enrolled CAA families have access to the knowledge and expertise of some of the highest level legal services in matters concerning homeschooling.

Note:

Christian Academy of America graduates have entered hundreds of Colleges and Universities including Community, Regional, Private and State colleges, Technical Schools, U.S. Military Academy (West Point) and several branches of the Military.

Accreditation does not guarantee entrance into any College or University, Technical School, Military Academy, or Branch of Military Service. Furthermore, accreditation does not guarantee the transferring of high school credits from one school to another.

General Policies

Attendance and Completion Schedule

A normal school year is considered to be 180 days, or 90 days per semester. C.A.A. allows families the flexibility of scheduling their school year around family events, holidays, and other circumstances. However, the 180-day attendance is required by law in most states. Here is the estimated time that your student will need to work each school day:

Kindergarten = 2 Hours a Day
1st-5th Grades = 3 - 4 Hours a Day
6th-8th Grades = 4 - 5 Hours a Day
9th-12th Grades = 5 - 6 Hours a Day

Students who wish to move at a faster pace may schedule extra time during the week or on weekends; however, we caution students not to rush through the curriculum. If your student is moving more quickly, it would be better to add supplemental materials or additional projects to enhance your student's education.

Each workbook typically takes two and one-half to three weeks to complete. This time may vary depending on the length of the unit, individual student ability, daily scheduling, and the difficulty of the material. You may need to vary scheduling for each subject so that your student can complete all assigned units within the appropriate timeframe. Some of the courses may have a few extra units. If so, you will need to allow extra time for these subjects.

Course Completion Timeframes

The time allotted for a student to finish the coursework is based on how much coursework is assigned:

Full Year = 9 to 12 months
(Nine months is a traditional school year term.)
(Twelve months is the deadline for a full year term.)

One Semester = 4 ½ to 6 months
(Four and one-half months is a traditional semester term.)
(Six months is the deadline for a semester term.)

One Quarter = 2 ½ to 3 months
(Two and one-half months is a traditional quarter term.)
(Three months is the deadline for a quarter term.)

The timeframes above are basic guidelines. The exact course deadline will be determined by the academic counselor. Please remember that the time allotted to finish the courses is more than enough time to finish the work. For example, a student who is working a normal school day will finish a full year of courses in about 9 months.

General Policies, cont.

Insufficient Progress

Every student who enrolls in CAA will receive an individualized timeframe and deadline. The timeframe is provided as a guide for the student's progress. While maintaining the flexible schedule, CAA works with each family to ensure that the student completes the coursework by the deadline.

If the administration determines that the CAA program is not the right fit for your student, your student will be withdrawn and the Academy staff will help you to complete the steps of enrolling in another school.

It is very important that you understand our commitment to the academic success of your student. The Administration of CAA will not allow a student to remain in the Academy that is not progressing in a timely manner.

Privacy Policy

Christian Academy of America has never and will never share the Academy mailing list of past or presently enrolled families and students. Christian Academy of America will not use your student's personal information for any other reason than providing your student with the highest quality education. The CAA staff is committed to upholding your privacy.

Student academic records are stored and reviewed only by the Academy staff that are directly involved with your student. No outside persons or agencies will be allowed access to academic records without the parent/guardian's expressed permission. Another school or college may request transcripts with the permission of the student or parent.

Christian Academy of America does not store or maintain medical records.

Non-discriminatory Policy

Christian Academy of America declares that no application for admission to the courses and programs offered by this school shall be denied because of race, color, or national origin of the applicant. Furthermore, the Academy does not discriminate in employment opportunities or enrollment practices on the basis of race, ethnic origin, gender, creed, nationality, age, disability, or any other characteristic protected by law.

As a private institution, Christian Academy of America reserves the right of setting and maintaining its own standards of staff and student conduct. We maintain the right to refuse admittance, to suspend, or to expel anyone who violates the standards set down in this handbook.

General Policies, cont.

Conflict Resolution Policy

Most conflicts can be avoided with a simple reading of this handbook and its stated policies. Should a conflict arise that is not addressed in the stated policies, the conflict will be resolved in the following manner:

1. The parent is encouraged to contact the Principal and work toward resolving the situation.
2. If the parent is unable to resolve the conflict with the Principal, they may appeal to the Administration of the Academy.
3. If the conflict involves non-academic issues, the parent is encouraged to seek assistance from other Christian counseling professionals.

Academic Integrity

Academic integrity is of great importance to the staff of Christian Academy of America and should be of the highest importance to each parent, guardian, or supervisor. For this reason, the Academy has implemented the [Certification of Authenticity and Compliance](#) (4th-12th grade students). This certificate is found on the Academy website Resources page (password: 777). No Report Card will be issued without the parent and student signatures on this document that certifies that the coursework was solely that of the student and completed in a manner that was in total compliance to the instructions as stated in this handbook.

Non-Compliance and Program Abuse

The Parent is responsible to see that all coursework is completed in compliance with the Instructions as stated in this Handbook. Any deviation from these procedures is a violation of the parent agreement and is considered as Non-Compliant.

Program Abuse occurs when a student employs an alternate means of completing the coursework and usually takes the form of students copying answers from the Answer Keys. Although Program Abuse can take other forms; such as, using outside resources (notes, books or websites) in order to complete a test. During a test, a student should rely solely upon his mental capabilities to recall the concepts and processes.

When it is determined that Program Abuse has occurred, a determination will be made by the Academy staff. Depending on the form and extent of the abuse, consequences can range from failing, to clearing of the coursework for resubmission, to administrative withdrawal. It is important that parents take measures to prevent Program Abuse by always providing sufficient supervision.

Program abuse that occurs related to final tests can quickly jeopardize credit received for the coursework. Low scores on invalid tests will cause semester averages to drop significantly. Since grades are based solely on final test scores and not daily work, low scores jeopardize the final grade received for the course. However, the Academy staff may request the coursework at any time for verification.

General Policies, cont.

Verification of Coursework

The Academy reserves the right to request Workbooks, Tests, or other coursework at any time in order to verify the integrity of the coursework that is being completed and the grades that are being submitted. Please keep all Workbooks, worksheets, and copies of tests until three months after the end of the report card date.

Accelerated Progress

Students who can progress through the curriculum at an accelerated rate are permitted to do so. However, the student must meet the legal guidelines for enrollment (usually 180 days). Student's taking a full-time course load (5 courses or more) must also stay within the following course completion time limits:

Semester Course At Least 3 Months

Full-Year Course At Least 5 Months

A student taking a full-time course load (5 courses or more) that finishes all coursework and completes all tuition payments for the entire school year, may begin the next school year of coursework by paying the applicable tuition for the next school year. Students who choose to accelerate their progress must turn in all coursework, including workbooks with the end-of-the-year materials. Seniors taking less than a full-time course load may finish at a rate approved by the Academy staff.

General Policies, cont.

Plagiarism Policy

Plagiarism is a growing problem with the tremendous resources available on the Internet. Christian Academy of America is committed to ensuring that students are equipped to follow accepted guidelines for research, to properly cite sources that are used and to receive appropriate feedback and consequences when they fail to do so.

What is Plagiarism

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the *Merriam-Webster OnLine Dictionary*, to "plagiarize" means

- 1) to steal and pass off (the ideas or words of another) as one's own
- 2) to use (another's production) without crediting the source
- 3) to commit literary theft
- 4) to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of *fraud*. It involves both **stealing** someone else's work and **lying** about it afterward.

But can words and ideas really be stolen? According to U.S. law, the answer is yes. In the United States and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Attention! **Changing the words of an original source is *not* sufficient to prevent plagiarism.** If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, *you have still plagiarized.*

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

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General Policies, cont.

Grading Scale and GPA

Numerical Grade	AP/IB/Dual Credit GPA	Pre-AP Pre-IB Honors GPA	Regular Course GPA	Letter Grade
100	5.0	4.5	4.0	A+
99	4.9	4.4	3.9	A+
98	4.8	4.3	3.8	A+
97	4.7	4.2	3.7	A
96	4.6	4.1	3.6	A
95	4.5	4.0	3.5	A
94	4.4	3.9	3.4	A -
93	4.3	3.8	3.3	A -
92	4.2	3.7	3.2	A -
91	4.1	3.6	3.1	B +
90	4.0	3.5	3.0	B +
89	3.9	3.4	2.9	B +
88	3.8	3.3	2.8	B
87	3.7	3.2	2.7	B
86	3.6	3.1	2.6	B
85	3.5	3.0	2.5	B
84	3.4	2.9	2.4	B -
83	3.3	2.8	2.3	B -
82	3.2	2.7	2.2	B -
81	3.1	2.6	2.1	C +
80	3.0	2.5	2.0	C +
79	2.9	2.4	1.9	C +
78	2.8	2.3	1.8	C
77	2.7	2.2	1.7	C
76	2.6	2.1	1.6	C
75	2.5	2.0	1.5	C
74	2.4	1.9	1.4	C -
73	2.3	1.8	1.3	C -
72	2.2	1.7	1.2	C -
71	2.1	1.6	1.1	D +
70	2.0	1.5	1.0	D +

Withdrawal

Withdrawal by Christian Academy of America is not common. Although extenuating circumstances will from time to time necessitate withdrawal during the school year. Most conflicts are usually resolved before withdrawal is even considered as a possibility.

However, unresolved problems or conflicts in the following areas may result in withdrawal:

1. Failure of the student to make satisfactory academic progress:
 - a. Lack of documentation to show satisfactory progress (completed assignments)
 - b. Lack of compliance with the Academy policies and procedures

2. Failure of the parent(s) to abide by Parental Agreement:
 - a. Tuition payment that is past due
 - b. Lack of communication after repeated attempts to contact
 - c. Failure to comply with the parental agreement and Academy policies

3. Failure to return the First Month Report, or RC #1 and RC #2 in a timely manner.

Study Techniques for Workbook Style Coursework

The following procedure checklist has been found to be successful in developing good study habits in the Workbook curriculum.

1. Read the Introduction, Vocabulary, Table of Contents, and Goals and Objectives.
2. Study each section as follows:
 - a. Read the text for the entire section, but do not complete the activities.
 - b. Return to the beginning and study vocabulary words (memorize).
 - c. Reread the sections, completing all activities; check and review all errors.
 - d. When the parent feels the student is ready, let them proceed with the self-test.
 - f. Student answers the self-test without looking back.
 - g. Parent should check and review the self-test before allowing the student to make corrections.
 - h. If the self-test score is less than 80%, the student may need to review the section again that he did not know.
3. Use the **SQ3R** method to prepare for the paper curriculum test.
 - a. **SCAN** the entire Workbook
 - b. **QUESTION** yourself on objectives and any areas of weakness.
 - c. **READ** the entire Workbook again.
 - d. **RECITE** through oral questions (or read aloud).
 - e. **REVIEW** all previous self-tests and weak areas.
4. Take the Workbook final test as a supervised closed-book test.
5. If alternate tests are needed, this same method should be used.

Additional Study Helps for Workbook Style Coursework

- Use flashcards (notecards) for vocabulary and any other terminology or facts likely to be tested, as well as math facts.
- Watch for words in bold print.
- Review regularly.
- Teach your student to highlight main ideas or important information. (This helps with the Scan section of the studying, too.)
- Always have your student pre-read the activity questions so that he or she can focus on looking for those important facts.
- If your student is an auditory learner, he or she might retain and concentrate better if you have him or her read out loud (both text and study notes) for some of his or her study time.
- Writing answers in complete sentences, showing work in math, answering all parts of an essay question, and always attempting the answers (which will often receive partial credit) are ways to ensure maximum points can be given for work done.

Writing Helps

Welcome to Writing 101!

Many students struggle with writing anything from a short essay question to a full-length research paper. Here are some tips to help your student be more successful in developing and writing essays and reports. Invest in a writing and/or grammar reference handbook to add to your home library. This will be an invaluable source. There are many good ones available. It is imperative that your home library also have an unabridged dictionary and thesaurus. Having a rhyming dictionary, books of quotations, works of classic authors and poets, and other reference books will be valuable in helping your student do well.

Essay Test Questions:

1. Read instructions carefully and be sure your student is answering all parts of the questions asked.
2. Be sure that the student is using complete sentences. Often, rephrasing the question is a good way to begin an essay.
3. Reread your student's answer to see if it makes sense, covers all questions asked, and has no grammatical or mechanical errors.

Expository Essay (Five-Paragraph):

1. First, your student should determine the topic or thesis and brainstorm his ideas.
2. Your student's introductory paragraph should tell what he is going to write about. (Approximately three supporting ideas are desired.)
3. Each of the next three paragraphs should go into detail about supporting ideas. The use of appropriate transitional words such as first, next, and finally will help the flow of thought for the reader.
4. The conclusion should summarize the main points and leave the reader with an opinion or question.
5. Be sure to promote editing and revising.

Research Report:

1. The student should begin with a thesis. The thesis should be something that the student will prove or disprove and should not be a statement of fact. The student should limit his focus so that the topic is not too broad.
2. The student should have 5-7 sources of information (depending on length of report and the project directions).
3. Notecards of information for each part of the report are essential. These can be done as summaries, paraphrases, or direct quotes. The author's name should be placed in the upper right-hand corner and the subject in the left. The page number of the book or article must be noted, also. These cards can then be shuffled around and placed in order to effectively build the report.
4. Bibliography notecards with all the appropriate information should also be included.
5. An outline is the recommended way to start, once the student has his notecards in order. Roman numerals should be used for main ideas and letters and numbers for supporting details. An outline serves as a map for the report and should be done prior to the writing of the report. Outlines must be constructed using established outline format, as detailed in the lesson material. If necessary, contact the Academy for more information.
6. Rough Draft: The introductory paragraph should open with something to catch the reader's attention. This could be an anecdote or quotation. The introductory paragraph should also include the thesis statement. A new paragraph should be used for each main idea in the outline. Don't forget that transitional words and phrases connect smoothly. Quotes must be noted using MLA parenthetical citation. The conclusion should summarize the entire report (what was learned, etc.) with a response to the thesis. In the conclusion propose an action or ask a question to leave the reader in a wanting more mode.
7. Proof, edit, and rewrite.
8. If required, include a cover sheet (title page) and bibliography or works cited page.

Elementary Electives

LITERATURE AND CREATIVE WRITING

2ND, 3RD, 4TH, 5TH, & 6TH GRADES

Students find reading a pleasurable experience and writing a natural and enjoyable outlet using the Literature and Creative Writing courses.

Students use their imaginations, visualize, and give creative responses to questions. There are creative learning activities which require critical thinking skills. Some activities include writing a story title, creating a different story ending, and identifying parts of a short story. Call the Academy office to receive more detailed information and cost of the necessary reading books.

ANIMAL SCIENCE

2ND & 3RD GRADES

In each PACE students study a specific animal. The student learns about sheep, dogs, cats, cattle, rabbits, rodents, poultry, unusual birds, spiders, snakes, toads, and frogs. Each is presented in interesting story form and, where appropriate, Scripture reference to these animals is pointed out.

BEGINNING ART

7TH OR 8TH GRADES

A course designed to introduce the Jr. High student to the world of art and its techniques: the tools of art, shapes, lines variation and shading, texture, the color wheel, landscapes, head shapes, focal points, perspective, flannel boards, and lettering. This course is intended to give students a good understanding of the concepts of art.

HEALTH QUEST

5TH, 6TH, 7TH & 8TH GRADES

This course teaches students how to maintain a healthy body and attitude in today's world. Ranging in a variety of applicable topics, this informative course covers body framework, emotional disorders, the basic food groups, safety and emergency care, drugs, alcohol, and smoking.

High School Electives

Bible Electives:

Full year (1 credit)

Successful Living (Practical life principles from the book of Proverbs)

New Testament Survey

Bible Telling – Life of Christ

Old Testament Survey

Life of Christ

Foundations for Living - Christian Worldview

New Testament Church History

General Electives:

Full year (1 credit)

Accounting

Art I and II

Business Computer Information Systems (BCIS)

Business Math

Composition

Consumer Math

Earth Science

Etymology

Family and Consumer Science (Home Ec.)

Success Math

Success English

Spanish I and II (requires CD's)

Semester (1/2 credit)

American Literature
Anthropology and Sociology
Astronomy
British Literature
Collectivism
Constitution
Geology
Health
Music
Nutrition Science
Speech
Trigonometry

High School Graduation Requirements

	Minimum High School Graduation Program	Recommended High School Graduation Program	*Distinguished High School Graduation Program
English Language Arts	Four credits: • English I • English II • English III • English IV or CAA approved alternate course	Four credits: • English I • English II • English III • English IV	Four credits: • English I • English II • English III • English IV
Mathematics	Three credits: • Algebra I • Geometry or Informal Geometry • An additional math course	Three credits: • Algebra I • Algebra II • Geometry	Four credits: • Algebra I • Algebra II • Geometry • An additional advanced math credit
Science	Two credits: • Biology • IPC, Physical Science, or other CAA approved science course	Three credits: • Biology • IPC or Physical Science • Chemistry or Physics	Four credits: • Biology • IPC or Physical Science • Chemistry • Physics
Social Studies	Four credits: • World Geography (one credit) • World History (one credit) • U.S. History (one credit) • U.S. Government (one-half credit) • Economics (one-half credit)	Four credits: • World Geography (one credit) • World History (one credit) • U.S. History (one credit) • U.S. Government (one-half credit) • Economics (one-half credit)	Four credits: • World Geography (one credit) • World History (one credit) • U.S. History (one credit) • U.S. Government (one-half credit) • Economics (one-half credit)
Physical Education	One credit (minimum) Two credits (maximum)	One credit (minimum) Two credits (maximum)	One credit (minimum) Two credits (maximum)
Foreign Language	None	Two credits in the same language	Three credits in the same language
Fine Arts	One credit	One credit	One credit
Speech Communications	One-half credit	One-half credit	One-half credit
Health Education	One-half credit	One-half credit	One-half credit
Computer	One credit	One credit	One credit
Bible	One credit	One credit	One credit
Electives	As needed to complete the graduation requirements for the Minimum HSGP	As needed to complete the graduation requirements for the Recommended HSGP	As needed to complete the graduation requirements for the Distinguished HSGP
Total Credits	24	24	26

Effective 7/1/2016 High School students enrolled prior to the effective date will be under the 4.2 graduation requirements.

*Students must register and take the ACT or SAT (college entrance exams).

- **C.A.A. awards/records high school credits with the value of one or one-half. Credits with less than one-half value are not awarded or recorded.**
- **Transferring seniors must take at least five full-credit courses from C.A.A. toward graduation.**
- **C.A.A. awards ½ credit of P.E. per school year. In order to earn the ½ credit a student must engage in a physical activity 30-45 minutes 4 days per week. CAA will record a “P” (Passing) on the report card and does not include the “P” in calculating the GPA. R.O.T.C. and Band credits are counted as elective credits and not as P.E.**
- **All C.A.A. students must take a Bible course each year.**

High School Credit Policies

- Any courses taken for high school credit during enrollment must have prior approval from the Academy staff. This would include Dual Credit Courses and External Curriculum Courses. An External Curriculum Course must be submitted with a detailed content description. The Academy Admin. Fee will apply for each course.
- With prior approval, College Level Courses will be accepted for Dual Credits at the following rate: 3 credit hours = 1 high school credit. The Academy Admin. Fee will apply for each course.
- The coursework is only complete when the student has completed all activities in the course material and the student has passed the final Unit Assessment with an 70% grade or higher grade. After the Assessments are received in the Academy office with the Certificate of Authenticity and Compliance, the scores will be recorded. No credit is awarded until at least one half of the course is completed.
- Credits are not issued by Christian Academy of America for non-traditional educational programs. This would include courses without assessments, vocational or apprenticeship learning experiences.
- Students using external curricula must take at least two internal curricula academic courses from CAA during any enrolled school year and must be approved in advance.
- Grade placement is determined by the number of credits that have been earned and noted on the High School transcript.
- R.O.T.C. and Band credits are counted as elective credits and not as P.E.
- Students who have earned a first semester credit for a certain course must be placed in the second semester of that course. (The exception is Geometry)
- Algebra I is a pre-requisite for Geometry or Algebra II.
- English I is a pre-requisite for English II. English II is a pre-requisite for English III and English III is a pre-requisite for English IV.

High School Graduation Information

COLLEGE BOARD EXAMS — Required for Distinguished HSGP

These tests are administered locally at high schools, colleges, and universities. The results of these tests are used by the Academy to track results and provide this school with important statistical data. Additionally, colleges and universities use the results to determine scholarship qualifications and students' academic aptitude for college studies. Students should register to take the A.C.T. and/or S.A.T. during the 11th and/or 12th grade year. Registration should be done on the internet at www.act.org and www.collegeboard.com or request a registration packet from the Academy office. There are registration deadlines, which are usually four weeks prior to the testing date. So, check the schedule. When registering for these tests, students should reference the Academy's school number. Please call the Academy office for the Academy's school number.

COLLEGE ENTRANCE

Colleges and Universities are NOT, for the most part, attempting to screen out students. Colleges and Universities are choosing serious students with a desire to achieve at a higher level. The criteria for acceptance varies among these institutions and students should be in contact as early as possible with their school of choice in order to review these criteria.

HIGH SCHOOL TRANSCRIPT

When applying to a college or university, it is not uncommon for an official high school transcript to be requested. Unofficial copies of the high school transcripts can be sent to an individual. An Official transcript is always sent directly to another high school, college, or university. Beginning in the senior year, there is no charge for the sending of the first two transcripts. After the first two are sent, there will be a \$10.00 charge per transcript sent. Transcripts that are requested after two years from graduation are \$15.

High School Graduation Information, cont.

GRADUATION PACKAGE

Upon completion of the graduation requirements, a student may order the graduation package. This package includes the printed diploma, diploma cover, and tassel. The cost of the graduation package is \$50.00. Please allow two weeks for printing.

GRADUATION CEREMONY PACKAGE

Same as above with the addition of a cap and gown, participation at the graduation ceremony, and the reception. The cost of the graduation ceremony package is \$125.00.

SCHOOL COLORS AND CLASS RINGS

The school colors are royal blue and gold. Rings may be purchased at most jewelry and/or department stores. Many department stores sell class rings. They will custom design a ring using a class ring catalogue which contains class ring designs and emblems.

GRADUATION ANNOUNCEMENTS

Graduation announcements, if desired, can be ordered from a local printer. Your local printer should have a large selection of announcements and invitations.

GRADUATION CEREMONY

Christian Academy of America offers an Annual Graduation Ceremony with the date and place posted on the Academy website in January of each year.