

HANDBOOK AND INSTRUCTIONS

For C.A.A. Online



Dear Parent:

Welcome to Christian Academy of America! Thank you for choosing Christian Academy of America Online as your digital learning school. The Academy online curriculum is Ignitia, a rigorous, high quality, Christian digital-learning curriculum.



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. Therefore, you will want to keep it accessible. Your compliance with the policies and procedures as set forth in this Handbook deserves your utmost attention.

The Academy will be sending a Required Compliance Form to you by email. Your responses on this form, RC #1, will ensure that you have successfully started your home school journey. RC #1 should come to your email approximately one week after receiving your materials. Completing this form is required for continued enrollment with CAA.

Remember, success in this endeavor will be accomplished a day at a time.

May God continue to bless you.

Sincerely,
Jonathan M. Pulaski
Administrator

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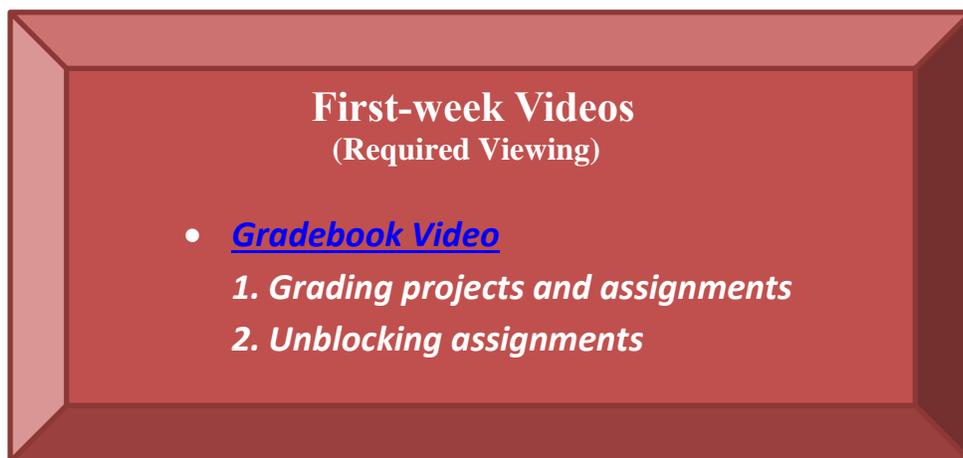
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Important Note:

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-Compliance with procedures.

Initial Setup

Be sure to view the following Video Tutorials:



If you need assistance, use the  button at the bottom of every page, when you are logged in as the Teacher. This will take you to the help page where you will also find the Tech Support contact information. When contacting Tech Support please reference Christian Academy of America.

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.

Remember

The Academy staff is here to help you every step of the way.

Daily Procedures

After the Initial Setup, make sure that your student is consistently accessing the coursework online, daily. Each day use your teacher log in to access the completed coursework through the teacher portal. When you log in, each day you will be notified of any blocked assignments, any assignments that need grading, or any assignments that are overdue. Address these responsibilities as soon as possible and monitor your student's progress, daily.

The student is expected to finish one unit per subject approximately every three to four weeks. The online curriculum includes an individual student planner that will assign work for each school day. To check the progress of your student's coursework, simply click on the "Gradebook" tab. More details are available by clicking on the "+" sign next to each subject or unit.

Every day, use the Look and Ask procedure.



LOOK and **ASK!**

Each day be sure to **Look** over all of your student's assignments, quizzes and projects 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.

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".

Your long-range goal should be to complete a year's work during the normal school year. Although some parents choose to use a year-round school calendar, which allows more time for completion, other parents choose to use the traditional nine-month school calendar with a summer break. Some parents use the summer time for coursework that has not been completed. Your schedule should be planned and if you need to reschedule, contact the Academy staff.

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. 18.

The End-of-the-Year Procedure

When the student has completed the entire coursework for the school year, complete and submit the [*Authenticity and Compliance Certificate*](#). The Academy will not issue a Report Card until the Authenticity and Compliance Certificate and the total year of tuition payments has been received.

The [*Authenticity and Compliance Certificate*](#) is available on the [Resources Page](#) of the Academy website. The Resources Page password is: 777.

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 hold”, disabled in the coursework and placed on the inactive roll. 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 or disabled in the online program for more than three months.

Tuition payments may be made online at www.CHAOA.com .



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 (4 payments): If you paid the quarterly tuition, your next payment should be sent within 2 months.

Monthly Tuition (9 payments): If you paid the monthly tuition, your next payment should be paid within one month of the due date.

Remember: No Report Card will be issued until the total year of payments is received.

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

A. Your student will be placed “on hold”, disabled in the coursework, and 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 will 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 or disabled in the online program for more than three months.

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.

Continued on next page.

Frequently Asked Questions, cont.

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

A. It is completely acceptable for a student to finish the coursework 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.

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

A. A daily schedule creates the disciplined environment that is necessary for your child’s success in your home. A daily 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 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 distance learning?”

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.

Continued on next page.

Frequently Asked Questions, cont.

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

A. Distance based learning is a very efficient method of education. In other words, a lot more learning takes place in four hours of school at home 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.

Q. “Aren’t all distance based Academies the same?”

A. Christian Academy of America is not just a “homeschool academy.” CAA is an accredited, distance based, 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 educational 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?”

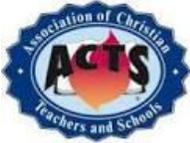
A. There are some states that require homeschool parents to test their children annually with nationally standardized achievement tests. C.A.A. offers nationally standardized achievement tests online every spring to students in the 4th through 12th grades.

Q. “How many students learn at home 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 unit typically takes 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.

Academic Probation

A student is placed on academic probation after a prolonged period of insufficient progress. Students who are placed on academic probation are working at a pace that will not allow them to finish their courses by the deadline and are considered at risk for repeating the grade.

When the administration places a student on academic probation, they will inactivate the student and email the parents an agreement form. This agreement will provide the guidelines for the probation period. This form must be signed (digitally or physically) and returned to the office.

Over the next month, the student's progress will be closely monitored by the Academy staff. If the student makes sufficient progress during the Probation Period, the student will be allowed to remain on the active roll. If the guidelines are not met, the student will be withdrawn.

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.

General Policies, cont.

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.

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). 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.

General Policies, cont.

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, accessing the Teacher ID and password, and plagiarizing.

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 without credit or promotion. It is important that parents take measures to prevent Program Abuse by always providing sufficient supervision.

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 total 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 may do so under the guidelines of the Accelerated Progress Policy. 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

| Letter Grade | Percent Grade | 4.0 Scale |
|--------------|---------------|-----------|
| A+ | 97-100 | 4.0 |
| A | 93-96 | 4.0 |
| A- | 90-92 | 3.7 |
| B+ | 87-89 | 3.3 |
| B | 83-86 | 3.0 |
| B- | 80-82 | 2.7 |
| C+ | 77-79 | 2.3 |
| C | 73-76 | 2.0 |
| C- | 70-72 | 1.7 |
| D+ | 67-69 | 1.3 |
| D | 65-66 | 1.0 |
| E/F | Below 65 | 0.0 |

Most colleges report GPA (grade point average) on a 4.0 scale. The top grade is an A, which equals 4.0. This is the standard scale at most colleges, and many high schools use it.

General Policies, cont.

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 RC #1 in a timely manner.

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.