



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

Failure to comply with these procedures could result in the loss of promotion or high school credit.

The Academy reserves the right to examine all school work and further reserves the right to withhold passing grades for courses which are incomplete or non-compliant with procedures. Therefore, your compliance with these procedures is of utmost importance.

May God continue to bless you  
in your home schooling endeavor,

Dave L. Adams  
Administrator

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# 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 two weeks 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 **PACE** 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 center of the **SCORE KEYS** with a gentle tug. 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 child is in the 8th - 12th Grade Level, he most likely has a course that contains **ACTIVITY PACS**. If so, remove these from the center of the **PACE** with a gentle, firm tug and issue with the corresponding **PACE**.

4. You may then issue the first **PACE** (lowest number) in each subject to your child.

## (Computer Curriculum)

**Follow the instructions on the installation disk.**

# Daily Procedures

## (Workbook Curriculum)

1. **All student work is to be completed in pencil!**
2. If you are using a five day school week, the student should complete a total of 20 pages per day. Therefore, if your child has five subjects, he should complete 4 pages per day per **PACE** in each subject and 2 pages per day per **ACTIVITY PAC**.
3. Set up a special **SCORING AREA**. This should be a counter or table that is at least five steps away from the work area and visited only with parent permission and supervision. Keep the **SCORE KEYS** and scoring pens (red ink) in this area.
4. All student answers are to be checked against the **SCORE KEY every day**. Incorrect answers are marked with a red '**X**'. After checking the completed pages, the student returns to his work area to correct all incorrect answers. Assure the student that you will help him, but not give him answers.
5. The student should now recheck his corrected work and circle each red '**X**' when the answer is correct.
6. **CHECKUPS** should be taken only after all previous material is found to be correct.

## Daily Procedures, continued

7. Repeat the above steps until the **SELF TEST** is reached. The parent should check the entire **PACE** for proper scoring. Then, the student reviews the entire **PACE**, concentrating on the **CHECKUPS** and **VOCABULARY**. When the parent feels the child is ready, permission is granted to take the **SELF TEST**.

8. The **SELF TEST** is scored, corrected, and studied by the student. Special attention should be paid to missed questions. When satisfied that the child is ready for the **TEST**, the parent should secure the **PACE** and **SCORE KEY** for testing on the following morning.

9. On the following morning, the parent should issue the **TEST**, which should be taken under parental supervision, only. **DO NOT ALLOW** the student to look back to the **PACE** or leave the **TESTING AREA**. **DO NOT ASSIST** during the **TEST**.

10. When the student is finished with the **TEST**, using the **TEST KEY**, PRIVATELY grade the **TEST**.

11. 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.

## Daily Procedures, continued

12. If the student scores less than 80%, the parent should review the **PACE** with the child and help him grasp the concepts that he doesn't understand. The student should erase the **CHECKUPS, SELF TEST,** and **TEST,** and then rework these portions of the **PACE.** Remind the student that repetition is an important educational element. Have the student retake the **TEST** (given orally by the parent) with the answers written on a separate sheet of paper. The highest recorded **RETEST** should be 80%.

13. Record the **TEST** score on the **MASTER RECORD SHEET** and on the front of the **PACE.** Keep the **TESTS** to return with the **MASTER RECORD SHEET** to the Academy Office.

14. 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.

**KEEP THE PACES. DO NOT DISCARD THE PACES. DO NOT RETURN THE PACES UNLESS INSTRUCTED TO DO SO BY THE ADMINISTRATOR.**

### **Important Note:**

The Academy reserves the right to examine all school work and further reserves the right to withhold passing grades for courses which are incomplete or non-compliant with procedures.

# Periodic Procedures

1. Twice per year (mid-year and end-of-year), you will report to the Academy office. Simply, 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. The Academy will issue a **REPORT CARD** at the end-of-year. **DO NOT RETURN THE PACEs.** The PACEs must be retained by you, the parent.

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 child. 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 work 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:**

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# Frequently Asked Questions

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

**A.** Check the bottom left corner of your last Invoice for the 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.

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

**A.** The next compliment of school work will not be sent until the next tuition payment is received. Your student will be placed on the Inactive Student Roll until the tuition payment is received. Failure to send the tuition payment could result in the activation of the R.E.D. policy. The R.E.D. (Reactivation Expiration Deadline) 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 child’s completed work?”**

**A.** Twice per year (mid-year and end-of-year). Simply, 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. The Academy will issue a **REPORT CARD** at the end-of-year.

**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. It is 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 four months, the Academy retains the right to require the parent to return the PACEs as well as tests for examination. **See Notes on Page 10.**

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

**A.** Homeschooling requirements differ from State to State. The organization with your State’s homeschooling requirements is located on the Internet at [www.HSLDA.org](http://www.HSLDA.org) .

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

**A.** More than two 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.

# Frequently Asked Questions, continued

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

**A.** High School students that transfer to other schools are not experiencing any problems with the transfer of credits. Although Public and Private schools may have varying rules and policies regarding the acceptance of transfer credits. You may want to contact the school that you are considering for future enrollment and request a written policy statement concerning transfer of credits. These policies vary from State to State, School District to School District, and even School to School within Districts in some States.

**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. That means that children who are home schooled have more time to pursue their hobbies and interests and talents. 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 passion.

**Q. “Aren’t all Home School Academies offering the same academics and services?”**

**A.** Some cyber schools and home school academies are very rigid in their curriculum and school year schedule.

Continued on next page.

# Frequently Asked Questions, continued

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

- A.** Christian Academy of America customizes the homeschooling experience for each family and each child utilizes several individualized, flexible curriculums, coupled with on-call support for all your administrative and academic needs. As noted previously, the school schedule is left in the hands of 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 grades 4<sup>th</sup> through 10<sup>th</sup>.

**Q. “Can my children 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 four months, the Academy reserves the right to require the parent to return the PACEs as well as tests for examination.

**The Academy reserves the right to examine all school work and further reserves the right to withhold passing grades for courses which are incomplete or non-compliant with procedures.**

# High School English Reference Books

## WORKBOOK STYLE HIGH SCHOOL ENGLISH — A.C.E. CURRICULUM

In some of the High School English studies a reference book will be needed to complete the assignments. Please note the list below of those PACEs needing reference materials.

- ENGLISH #1100 - *Swiss Family Robinson* - \$10.66**
- ENGLISH #1107 - *Twice Freed* - \$10.66**
- ENGLISH #1110 - *God's Tribesman* - \$10.66**
- ENGLISH #1115 - *The Hiding Place* - \$8.28**
- ENGLISH #1129 - *In His Steps* - \$10.66**
- ENGLISH #1140 - *Rime of the Ancient Mariner* - \$10.66**
- ENGLISH #1141 - *Silas Marner* - \$10.66**

These books may be available at your local public library. C.A.A. has all of these books in stock. Unless the book is ordered separately, there are no shipping charges. The prices for the reference books include sales tax. The shipping cost for one or two books is approximately \$11.50.

## COMPUTER CD STYLE HIGH SCHOOL ENGLISH — A.O.P. CURRICULUM

In some of the High School English studies a reference book will be needed to complete the assignments. Please note the list below of those units needing reference materials.

- ENGLISH #909 - *The Miracle Worker* - \$12.99**
- ENGLISH #909 - *Twenty Thousand Leagues Under The Sea* - \$6.45**
- ENGLISH #1007 - *In His Steps* - \$10.66**
- ENGLISH #1107 - *Our Town* - \$11.85**
- ENGLISH #1108 - *The Old Man and The Sea* - \$12.99**
- ENGLISH #1206 - *Hamlet* - \$5.86**

These books may be available at your local public library. C.A.A. has all of these books in stock. Unless the book is ordered separately, there are no shipping charges. The prices for the reference books include sales tax. The shipping cost for one or two books is approximately \$11.50.

# 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.

## BIBLE READING

### 2ND, 3RD, & 4TH GRADES

The student reads from one of the four Gospels. As he reads, he is expected to answer questions about God's Word. Various character traits dealing with relationships with God and others are emphasized.

## ANIMAL SCIENCE

### LOWER ELEMENTARY

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.

## DRAWING BASICS with Thomas Kinkade

### 3RD, 4TH, OR 5TH GRADES

Renowned artist Thomas Kinkade will teach your budding artist how, with a few simple straight and curved lines, they can illustrate the world around them. This 5-unit course features video-based instruction and is available on DVD or VHS format.

# Elementary Electives, continued

## FOREIGN LANGUAGES

### ELEMENTARY SPANISH COURSE

#### 3RD, 4TH, 5TH & 6TH GRADES

This computer-based course provides learning exercises and proven strategies to help beginner students learn Spanish easily. Filled with eye-catching visuals, fun exercises, and cultural insights, this five-unit course will keep young students engaged. Vocabulary, pronunciation, and listening and reading comprehension are effective learning techniques used to aid in speaking and to provide a solid groundwork for future lessons.

### ELEMENTARY FRENCH COURSE

#### 3RD, 4TH, 5TH, & 6TH GRADES

This computer-based course will captivate students with fun-filled lessons. Students become part of a jungle island adventure where they learn to speak and write French. This five-unit course uses engaging learning formats to keep lessons fresh and appealing for all types of learners. Vocabulary, pronunciation, and listening and reading comprehension are all used in this program to aid in speaking.

## 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

## Workbook Style Electives:

Accounting  
American Literature (Semester)  
Animal Science  
Anthropology and Sociology (Semester)  
Art I and II  
Astronomy (Semester)  
British Literature (Semester)  
Christian World View®  
Collectivism  
Consumer Math  
Constitution  
Drawing Basics with Thomas Kinkade®  
Essentials of Communication: A Guide to Interacting Effectively in  
Today's World™  
General Business  
Geology (Semester)  
Health (Semester)  
Health Quest (Semester)  
Home Economics  
Life of Christ  
Literature and Creative Writing  
Music (Semester)  
New Testament Church History  
New Testament Survey  
Nutrition Science (Semester)  
Old Testament Survey  
Sign Language  
Spanish I and II  
Speech  
State Histories  
Successful Living (A study of Proverbs)  
Trigonometry  
Technology Courses — Six Computer Applications plus Introduction

## Optional Math Courses:

**Fractions, Decimals, Percents, Measurements, Algebra, Geometry**

# High School Electives, continued

## **Computer CD Software Electives:**

20th Century History (Semester)  
Advanced Composition  
American Literature  
British Literature  
Civics  
Civil War (Semester)  
College Planner  
Consumer Math  
Essentials of Communication  
French I and II  
Health  
Home Economics  
Spanish I and II  
State Histories  
Trigonometry  
Vietnam Era History (Semester) Jan. '09

# High School Graduation Requirements

CREDITS	RECOMMENDED HIGH SCHOOL PROGRAM	CREDITS	BASIC HIGH SCHOOL PROGRAM	CREDITS	MINIMUM HIGH SCHOOL PROGRAM
4	ENGLISH I, II, III, IV ALL UNITS MUST BE "ADVANCED"*.	4	ENGLISH I, II, III, IV AT LEAST 3 UNIT CREDITS MUST BE "ADVANCED"*.	4	ENGLISH I, II, III, IV AT LEAST 2 UNIT CREDITS MUST BE "ADVANCED"*.
4	ALGEBRA I, GEOMETRY, ALGEBRA II, AND PRECALCULUS	3	ALGEBRA I, GEOMETRY, AND ALGEBRA II	3	ALGEBRA I, GEOMETRY, AND ONE ADDITIONAL MATH COURSE
4	W. GEOGRAPHY, U. S. HISTORY, WORLD HISTORY, U. S. GOVERNMENT, AND ECONOMICS	4	W. GEOGRAPHY, U. S. HISTORY, WORLD HISTORY, U. S. GOVERNMENT, AND ECONOMICS	4	W. GEOGRAPHY, U. S. HISTORY, WORLD HISTORY, U. S. GOVERNMENT, AND ECONOMICS
4	BIOLOGY, PHYSICAL SCIENCE, CHEMISTRY, AND PHYSICS	3	BIOLOGY, PHYSICAL SCIENCE, CHEMISTRY, OR PHYSICS	3	BIOLOGY, PHYSICAL SCIENCE, AND ONE ADDITIONAL SCIENCE COURSE
0.5	HEALTH	0.5	HEALTH	0.5	HEALTH
0.5	SPEECH	0.5	SPEECH	0.5	SPEECH
2	P.E.	2	P.E.	2	P.E.
7	COMPUTER, TWO CREDITS OF THE SAME FOREIGN LANGUAGE, ONE BIBLE ELECTIVE, AND ONE CREDIT OF FINE ARTS	7	COMPUTER, ONE CREDIT OF FOREIGN LANGUAGE, ONE BIBLE ELECTIVE, AND ONE CREDIT OF FINE ARTS	7	COMPUTER, ONE BIBLE ELECTIVE, AND ONE CREDIT OF FINE ARTS
26		24		24	
<b>*ADVANCED ENGLISH PACES ARE 1097 AND ABOVE.</b>					
If a student is unable to complete one of the above-mentioned Courses of Study, a Vocational Course of Study can be prescribed by speaking to your academic advisor.					

# NOTES

# High School Graduation Information

## **COLLEGE BOARD EXAMS — Required for Advanced Honors**

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](http://www.act.org) and [www.collegeboard.com](http://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.

## **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.

# High School Graduation Information

## **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.

## **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 CEREMONIES**

Due to the national scope of the Academy and differing schedules of completion, there is no annual Ceremony of Graduation. Some parents have invited family and friends to a local ceremony in their own community. In some communities, local home school support groups are organizing graduation ceremonies.