

HANDBOOK for Workbook Curriculum



CHRISTIAN ACADEMY OF AMERICA

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National Association
of
Private Schools



Handbook for Workbook Curriculum

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Dear Parents:

Welcome to Christian Academy of America, a fully accredited, distance-based private school. We appreciate the privilege to partner with you in your child's education.

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

This handbook contains CAA's 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 soon after 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 documents at any time to verify the integrity of the grades that are being submitted. Please keep all workbooks, worksheets, and copies of tests until three months after the year-end report card date.

Your compliance with the procedures in this handbook deserves your utmost attention.

We look forward to working with you to make your distance learning experience a success!

God bless you!
Jonathan M. Pulaski
Administrator

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Getting Started

1. Begin by organizing your materials. A list of the enclosed materials is attached to your invoice. **If you find there are missing materials, you must notify the Academy office within ten days of receiving the curriculum. Claims made after ten days will incur a replacement fee.** There may be items on backorder. If so, your invoice will have a notation of “To Follow”.
2. Remove the Final Test from the center of each workbook with a gentle, firm tug. Students should not view this test until sitting down to take it. Next, remove the test keys (answers to the tests) from the score keys. **The Test Key should never be seen by the student under any circumstances.** In compliance with this policy, tests and test keys should be kept in a secure (locked) location.
3. Students in the 8th - 12th grade levels 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 refers to the workbooks.
Any reference to Supervisor in the materials refers to the parent or other adult that is designated by the parent to supervise the student’s schoolwork.

5. **All coursework is to be completed in pencil.** All workbooks must be entirely completed.
6. In lower elementary workbooks, any letter, number, or word that is gray or dotted should be traced by the student. For example: 
7. If you are using a five-day school week and a nine-month calendar: 1st and 2nd grade students should complete a minimum of 12 pages per day, and 3rd-12th grade students should complete a minimum of 20 pages per day. Therefore, if students have five subjects: 1st and 2nd grade students should complete 2-3 pages per day, and 3rd-12th grade students should complete 3-5 pages per day. The goal for a nine-month school year is to complete one workbook in each subject every three weeks.

Scoring Procedures

1. 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 Supervisor permission and supervision. Keep the score keys (answer keys) and a red ink scoring pen in this area.

2. Students (grades 3-12) should score their own coursework each day. This is a proven concept that not only saves the Supervisor time, but also increases students' learning and comprehension. The score keys have the correct answers as well as many solutions, graphs, and other learning tools. This instant academic feedback allows students to see not only *what* they may have gotten incorrect, but also *why* it was incorrect.
3. All answers are to be checked against the Score Key every day. Using the red pen, students should mark incorrect answers with a red **X**. Students should return to their coursework area and correct all incorrect answers. Assure students that you will help them learn the material, but not give them the answers.
4. Students should now rescore their corrected coursework at the scoring area with the Score Key (answer key). Students should circle each red **X** with the red pen when the answer is correct.

Daily Procedures

1. 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.
2. 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 Supervisor.

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

3. The Checkup should be scored and rescored before proceeding by following the *Scoring Procedures* (p. 4).
4. Repeat the above steps until the Self-Test is reached. **The Supervisor should check to be certain that the entire workbook is complete up to the Self-Test and has been scored properly.** Then, students should review the entire workbook, concentrating on the checkups and vocabulary. When the Supervisor 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.

5. 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 page 14 of this handbook. When satisfied that your student is ready for the Test, the Supervisor should secure the workbook and Score Key and keep both items in supervisor possession. On the following morning, the Final Test should be administered. **Workbooks must be entirely complete before tests are taken.**

Be sure to read through the *Frequently Asked Questions* on pages 21-23 of this handbook. Many of the important policies of CAA are documented on these pages.

It is **the parent's responsibility** to see that students achieve their 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 goal should be to complete one grade level of work during the normal school year. Although some parents choose to go year-round, which allows more time for completion, others choose to use a nine-month school calendar and utilize 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.

Testing Procedures

1. On the morning following the completion of the Self-Test, issue the Final Test, which should be taken under Supervisor/parent supervision. **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 Handbook that students complete from the middle of their workbook.
2. 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. Each test is worth a total of 100%. The point value assigned to each question may vary from one section of the test to another. If a section of the test says “__ points for each question,” and a question has multiple blanks, then divide those points by the number of blanks in that question. If it says “__ points for each answer,” then each blank within a question is worth that number of points. For each question that is incorrect, subtract the number of points it is worth from 100%. When grading tests, be sure the student’s answers reflect the instructions given.

Note: Writing the Bible verse from memory is a required part of the test. If it is left blank or completed incorrectly, points must be deducted accordingly.

3. After you have privately graded the test, record the score on the front of the test and on the Master Record Sheet. Then, review the test results with the student. Praise students for their successes and challenge them repeatedly to do their best. Students should not correct answers on the Final Test.

4. **If students score less than 80%**, the Supervisor should review the workbook with them and use some of the *Study Techniques* (p. 14) to help them grasp challenging concepts. The checkups, Self-Test, and Final Test should then be erased, and students should take one to two days to review and rework those portions of the workbook. Remind students of the important educational element of repetition. The retake of the Final Test should be given 48 hours after the first testing. **The highest recorded retest score should be 80%.**
5. Record the test or retest scores on the Master Record Sheet and on the front of the test. Keep the tests to return with the Master Record Sheet to the Academy office.
6. Scripture references in the workbooks primarily use the King James Version (KJV) of the Bible. Memory verses may be learned in a version of the Bible that you prefer, but some answers to questions will be taken directly from the KJV. If you do not have a KJV Bible, CAA has some available for purchase or it is accessible on many websites. Memory verses should be completed in the workbooks and **must be completed on the Final Test** to receive full points for that test. *Note: All CAA students must complete a minimum of one Bible course per grade level.*

Required Reports

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-Year Report.

1. First-Month Report (new students only)

The First-Month Report is sent to the Academy office after the completion of one month of home school. By this time, each student will have completed at least one workbook in each subject. Return **one completed test from each subject** for each enrolled student. Reenrolling students are not required to send in a First-Month Report.

2. Mid-Year Report

The Mid-Year Report is sent to the Academy office after the completion of the first half of a year's 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.

3. End-Year Report

The End-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 all completed **tests, score keys, and test keys** to the Academy office. The **End-Year Report** must also include the signed **Authenticity Form** which can be signed electronically on the Academy website's *Parent/Student Resources* page (www.chaoa.com – password: 777). The Academy will not issue a report card until all the End-Year Report items have been received.

Return your reports to:

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

ATTENTION!

- **Please return all Academy CDs, reference books, and keys. All forms must be completed and signed.**
- **Please use a shipping method with a tracking number. CAA is not responsible for lost work.**
- **Do not discard the workbooks. 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.**

The cost of shipping original materials to students is covered by tuition. Return shipping of the various reports covered in the Handbook and any supplies needed to ship those items back to CAA are the responsibility of the parent/Supervisor. We highly recommend that you use a tracking number and insurance.

If work is returned with postage due, it will be charged to the student's account. Materials that are sent by CAA as a replacement for work that has been lost, damaged, or changed due to a course adjustment, will incur replacement and shipping fees.

Please contact the Academy office before returning new or unused workbooks or materials for any reason.

Christian Academy of America reserves the right to examine all coursework and further reserves the right to withhold passing grades for a course which is incomplete, shows signs of program abuse, or is non-compliant with procedures. See the *Verification of Coursework* policy on page 18.

Tuition 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 Reactivation Expiration Deadline (RED) policy will go into effect.

The RED 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 www.chaoa.com/payment-center/ or you may call the office. CAA does not accept checks or money orders.

Elementary Electives

LITERATURE AND CREATIVE WRITING

(GRADES 2 - 6)

Students find reading a pleasurable experience and writing a natural and enjoyable outlet using the Literature and Creative Writing courses. Students will have the joy of reading interesting, exciting, and classic age-appropriate literature. They will 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 costs of the necessary reading books.

ANIMAL SCIENCE

(GRADES 2 & 3)

In each workbook, students study a specific animal. Students learn 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, scriptural reference to these animals is pointed out.

BEGINNING ART

(GRADES 7 or 8)

A course designed to introduce the junior high student to the world of art and its techniques: the tools of art, shapes, line 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.

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 & II
- Business Math
- Consumer Math
- Earth Science
- Etymology
- Family and Consumer Science (Home Ec.)
- Spanish I & II (requires CDs)
- Success English
- Success Math

<p>*Counts as a Speech credit **Counts toward Fine Arts ***Counts simultaneously for Fine Arts and Speech</p>

Students may use the Rosetta Stone online program for more language options (including Spanish).

Semester – ½ credit

- | | |
|---|---|
| <ul style="list-style-type: none">• American Literature• Anthropology and Sociology• Astronomy• British Literature• Collectivism• Composition• Constitution | <ul style="list-style-type: none">• Creative Communication Skills****• Geology• Health• Music**• Nutrition Science• Speech***• Trigonometry |
|---|---|

High School Graduation Requirements

	Minimum H.S. Graduation Program	Recommended H.S. Graduation Program	*Distinguished H.S. Graduation Program
English Language Arts	4 credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV <i>or</i> CAA-approved alternate course 	4 credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV 	4 credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV
Mathematics	3 credits: <ul style="list-style-type: none"> • Algebra I • Geometry <i>or</i> Informal Geometry • An additional math course 	3 credits: <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II 	4 credits: <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II • An additional advanced math course
Science	2 credits: <ul style="list-style-type: none"> • Biology • IPC, Physical Science, <i>or</i> other CAA-approved science course 	3 credits: <ul style="list-style-type: none"> • Biology • IPC <i>or</i> Physical Science • Chemistry <i>or</i> Physics 	4 credits: <ul style="list-style-type: none"> • Biology • IPC <i>or</i> Physical Science • Chemistry • Physics
Social Studies	4 credits: <ul style="list-style-type: none"> • World Geography (1 credit) • World History (1 credit) • U.S. History (1 credit) • U.S. Government (1/2 credit) • Economics (1/2 credit) 	4 credits: <ul style="list-style-type: none"> • World Geography (1 credit) • World History (1 credit) • U.S. History (1 credit) • U.S. Government (1/2 credit) • Economics (1/2 credit) 	4 credits: <ul style="list-style-type: none"> • World Geography (1 credit) • World History (1 credit) • U.S. History (1 credit) • U.S. Government (1/2 credit) • Economics (1/2 credit)
Physical Education	1 credit (minimum) 2 credits (maximum)	1 credit (minimum) 2 credits (maximum)	1 credit (minimum) 2 credits (maximum)
Foreign Language	None	2 credits in the same language	3 credits in the same language <i>or</i> 2 credits in two different languages
Fine Arts	1 credit	1 credit	1 credit
Speech Communications	1/2 credit	1/2 credit	1/2 credit
Health Education	1/2 credit	1/2 credit	1/2 credit
Bible	1 credit (minimum)	1 credit (minimum)	1 credit (minimum)
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

*Students graduating with the Distinguished Program must register and take the ACT, SAT, or CLT (college entrance exams).

- Students transferring to CAA in the 12th grade must take at least 5 full-credit courses from CAA toward graduation.
- CAA awards a ½ credit of P.E. per school year. To earn the ½ credit, a student should engage in physical activity for 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.
- All CAA students must take at least a ½ credit in Bible each year.
- CAA awards/records high school credits with the value of ½ or 1. Credits with less than a ½ credit value are not awarded or recorded.
- 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 Administration Fee will apply for each course that is above the maximum of 6 credits included in the tuition.
- 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 Administration Fee will apply for each course that is above the maximum of 6 credits included in the tuition.
- Coursework is only complete when the student has completed all activities in the course material and has passed the Final Test with a grade of at least 70%. After all tests and the Authenticity Form are received in the Academy office, the scores will be recorded. No credit is awarded until at least ½ 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 and 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.
- ROTC and band credits are counted as elective credits and not as P.E.
- Algebra I is a pre-requisite for Geometry and 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 / Classic Learning Test *(Required for Distinguished Program)*

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 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 ACT and/or SAT during the 11th and/or 12th grade year. Registration should be completed on the internet at www.act.org and www.collegeboard.com. There are registration deadlines, which are usually four weeks prior to the testing date. When registering for these tests, students should reference the Academy's school number (442-432). Many schools are now also accepting the CLT (Classic Learning Test - <https://www.cltxam.com>) in addition or as an alternative to the ACT and SAT.

College Entrance

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. Colleges and universities are choosing serious students with a desire to achieve at a higher level. The criteria for acceptance vary among these institutions, and students should be in contact with their school of choice as early as possible to review these criteria. When enrolling in a college or university, it is important to let them know that you are not "just home schooling." You are graduating from a fully accredited, private school.

High School Transcript

When applying to a college or university, or scholarships, it is common for an official high school transcript to be requested. An official transcript is always sent directly to another high school, college, or university. Unofficial copies of the high school transcripts can be sent to an individual. Within one year of graduation, the first two transcripts requested will be sent free of charge. Each additional transcript is \$15.00.

Graduation Package

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

Graduation Accessories

CAA colors are royal blue and gold. Caps and gowns, announcements and rings may be purchased at many online sites. Most will custom design according to your specifications.

Study Techniques

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 workbook as follows:
 - a. Scan the text for the entire workbook, but do not complete the activities.
 - b. Return to the beginning and study (memorize) vocabulary words. Sometimes vocabulary words are on the Final Test.
 - c. Reread the sections, completing all activities.
 - d. Follow the *Scoring Procedures* (p. 4) for each activity.
 - e. When the Supervisor feels the student is ready, let them proceed with the Self-Test.
 - f. Student answers the Self-Test without looking back.
 - g. The Supervisor should check and review the Self-Test before allowing the student to make corrections.
 - h. If the Self-Test score is less than 80%, students may need to review the sections they did not know.
3. Use the **SQ3R** method to prepare for the Final Test:
 - a. **SCAN** the entire workbook.
 - b. **QUESTION** yourself on objectives and any areas of weakness.
 - c. **READ** the entire workbook again.
 - d. **RECITE** (or read aloud) through oral questions.
 - 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, including 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 studying.)
- Always have students pre-read the activity questions so they can focus on looking for those important facts.
- Student who are auditory learners may concentrate and retain information better if you have them read out loud (both text and study notes) for some of their 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 at least partial credit) are ways to ensure maximum points can be given for work done.

General Policies

Attendance and Completion Schedule

A normal school year is considered to be 180 days, or 90 days per semester. CAA 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. Based on this, here is the estimated time that your student will need to work each school day:

Kindergarten = 2 hours/day

1st-5th grades = 3-4 hours/day

6th-8th grades = 4-5 hours/day

9th-12th grades = 5-6 hours/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 one and a half to three weeks to complete. This time may vary depending on the length of the workbook, 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 time frame. Some workbooks have a few extra pages. If so, you will need to allow additional time for these subjects.

Course Completion Time Frames

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

Students enrolled for a full year = 9 to 12 months

(Nine months is a traditional school year term. Twelve months is the deadline for a full-year term.)

Students enrolled for a semester = 4 ½ to 6 months

(Four and a half months is a traditional semester term. Six months is the deadline for a semester term.)

Students enrolled for a quarter = 2 to 3 months

(Nine weeks is a traditional quarter term. Three months is the deadline for a quarter term.)

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). Students taking a full-time course load (5 courses or more) must also meet the following course minimum time requirements:

Semester course At least 3 months

Full-year course At least 5 months

When students taking a full-time course load (5 courses or more) finish all coursework and complete all tuition payments for the entire school year, they 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-Year Report. Seniors taking less than a full-time course load may finish at a rate approved by the Academy staff.

Insufficient Progress

Every student who enrolls in CAA will receive an individualized time frame and deadline. The time frame is provided as a guide for the student's progress. While maintaining a flexible schedule, CAA works with each family to ensure that students complete their 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 who is not progressing in a timely manner to remain in the Academy.

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 **Authenticity Form** (for 4th-12th grade students). This form is found on the Academy website's *Parent/Student Resources* page (www.chaoa.com – password: 777). No report card will be issued without both parent and student signatures on this document. This certifies that the coursework was solely that of the student and completed in total compliance with the instructions stated in this handbook.

Plagiarism Policy

Plagiarism is a growing problem due to the variety of 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

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.

For more information and help in this area, visit

<http://www.hunter.cuny.edu/studentaffairs/repository/files/What%20is%20Plagiarism.pdf>.

Document provided by Turnitin.com and Research Resources. Turnitin allows free distribution and non-profit use of this document in educational settings.

Non-Compliance and Program Abuse

Parents are responsible to see that all coursework is completed in compliance with the instructions stated in this handbook. Any deviation from these procedures is a violation of the Parent Agreement on the Student Application and is considered 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. However, program abuse can take other forms, such as using outside resources (notes, books, or websites) to complete a test. During a test, students should rely solely upon their mental capabilities to recall the concepts and processes.

When it is determined that program abuse has occurred, an appropriate response 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 jeopardize credit received for the coursework. Low test scores or invalid tests will cause semester averages to drop significantly. Since grades are based on final test scores and not daily work, low scores jeopardize the final grade received for the course.

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 report card date.

Withdrawal

Withdrawal of students 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. 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 (completed assignments) to show satisfactory progress
 - b. Lack of compliance with the Academy policies and procedures
2. Failure of the parent(s) to abide by the Parent Agreement:
 - a. Tuition payment that is past due
 - b. Lack of communication after repeated attempts by the Academy to establish contact
 - c. Failure to comply with the Parent Agreement and Academy policies
3. Failure to return the First-Month Report, RC #1, or RC #2 in a timely manner.

Refund Policy

If a student is withdrawn from Christian Academy of America for any reason by parent, guardian, or CAA, the following refund policy will apply:

1. If withdrawn before curriculum is sent: 90% of tuition is refunded.
2. If withdrawn and curriculum is returned unopened and/or unused within 10 days of receipt: 50% of last tuition payment minus shipping charges is refunded.
3. Registration is non-refundable.

Please allow 10 business days from receipt of your written notice of withdrawal and return of unopened curriculum for refund.

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. Parents are encouraged to contact the Academy to work toward resolving the situation.
2. If the conflict is still unresolved, parents may appeal to the administration of the Academy.
3. According to the Parent Agreement in the Student Application, any controversy or claim arising out of or relating to the activities of parents or students pertaining to enrollment with CAA and interaction with staff, shall be settled by binding Christian arbitration. Such arbitration shall be conducted by the National Center for Life and Liberty or another Christian arbitrator, and judgment on the award may be entered in any court having jurisdiction thereof. Parents or students who make demands, threaten to sue, or actually litigate a matter against CAA or its staff violate biblical teaching and practice and shall constitute sufficient grounds for immediate suspension or expulsion of the student.
4. If the conflict involves non-academic issues, parents are encouraged to seek assistance from other Christian counseling professionals.

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 reason other 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 permission. Another school or college may request transcripts with the permission of the student or parent.

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.

Grading Scale and GPA

Most high schools and colleges report GPA (grade point average) on a 4.0 scale. The top grade is an A, which equals 4.0.

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

Frequently Asked Questions

Q. “When should I submit my next tuition installment?”

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

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

Quarterly Tuition (1/4 year): If you paid the quarterly tuition, your next installment should be submitted within 2-3 months, or sooner if the work is completed.

Q. “What happens if I am late in submitting the next tuition installment?”

A. The next shipment of schoolwork will not be sent until the next tuition payment is received. If you miss the tuition due date, your student will be withdrawn and placed on the Inactive Student List until the tuition payment is received. The reactivation fee is \$10.00.

The RED (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 student’s completed work?”

A. Three times per year for new students (First-Month, Mid-Year, and End-Year), and two times per year for returning students (Mid-Year and End-Year). When a student completes the first month, send **one completed test from each subject** to the Academy office. This is the **First-Month Report**. Then, when the student completes two quarters 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-Year Report** must contain **all the items in the Mid-Year Report** and must also include the signed **Authenticity Form** which can be found on the *CAA Parent/Student Resources* page (www.chaoa.com – password: 777). The Academy will not issue a report card until all the End-Year Report items have been received. Do not return the workbooks. Workbooks must be retained by you for at least three months after the report card date and are sent to the Academy office only upon request of the Academy staff. Don’t forget to return the Academy’s CDs and reference books.

The Report Card is only sent after all required End-Year Report items are received.

Q. “Do I need a daily schedule?”

A. Yes! A daily schedule is one of the most important factors in a student completing their work. It creates the disciplined environment that is necessary for your child’s success and will free you from the hassle of creating a schedule at the start of each school day. When a student has a set schedule it will allow them to consistently complete their work without getting behind and being forced to play catch-up. It also allows their brain to focus better without being distracted as easily. A daily routine can also cut down on stress between parent and student.

Q. “What kind of daily schedule does Christian Academy of America recommend?”

A. Be sure to include break times into your student’s schedule. Students need a 10-minute break for each hour of schoolwork. Younger students will need more frequent breaks. Here is an approximate amount of time needed for schoolwork each day: Kindergarten = 2 hours/day; 1st-5th grades = 3-4 hours/day; 6th-8th grades = 4-5 hours/day; 9th-12th grades = 5-6 hours/day

Q. “What is the Academy’s school year schedule?”

A. Each family may choose their own school year schedule, which should not exceed twelve months. There are nine months (36 weeks) in a normal, academic school year. The two most important dates on your school calendar are the Start Date and the End 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 their schoolwork in less than nine months. However, if a student finishes a year of schoolwork in less than five months, the *Accelerated Progress* policy (p. 16) will come into effect. The Academy will exercise the right to require all workbooks and tests to be returned for review.

Q. “What are the legal requirements for distance learning?”

A. Distance learning requirements differ from state to state. If you have questions about your state’s requirements, contact the National Center for Life and Liberty (NCLL – www.NCLL.org). Be sure to identify yourself as a parent enrolled in Christian Academy of America. Another great resource is the Home School Legal Defense Association (HSLDA – www.hsllda.org).

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 our credits have been accepted at most colleges across the nation. Please see *Accreditations and Affiliations* (pp. 24-25) 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 distance-based students 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 does 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?”

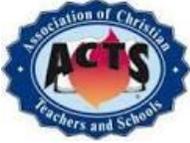
A. Christian Academy of America is not just a “homeschool” academy. CAA is a fully accredited, distance-based private school. We provide Verification of Enrollment (VOE) forms, report cards, transcripts, diplomas, standardized achievement testing, high school counseling, and many more services that are typically 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. The Academy calendar is individualized for each student by the Supervisor.

Q. “Are nationally standardized achievement tests required?”

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

Christian Academy of America reserves the right to examine all schoolwork and further reserves the right to withhold passing grades for courses which are incomplete, show signs of program abuse, or are non-compliant with procedures. See the *Verification of Coursework* policy on page 18.

Accreditation and Affiliations



Christian Academy of America is pleased to be accredited 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. Ease in transferring credits from one school to another.
2. Greater access to federal loans, scholarships, post-secondary education, and military programs that require students to have attended a school with accreditation.
3. Institutional 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

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



The **Texas Private School Accreditation Commission (TEPSAC)** helps ensure quality in private schools by monitoring and approving organizations that accredit the various non-public elementary and secondary educational institutions in the state of Texas. The relationship of TEPSAC with the State Commissioner of Education allows for many essential services and activities related to accredited non-public schools, including the transferability of student credits earned in accredited non-public schools to Texas public schools.

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 home schooling.



The **Texas Private Schools Association (TPSA)** is a statewide organization representing more than 800 accredited private schools and 250,000 students throughout the state of Texas. TPSA advocates for the independence of Texas private schools, ensuring their freedom to fulfill their unique missions and meet the diverse needs of students.

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 transfer of high school credits from one school to another.