

# HANDBOOK

for

## CAA Online



Dear Parent:

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. CAA's online program, Ignitia, is a rigorous, high-quality, digital Christian curriculum.



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 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 forms, RC #1 & #2, will ensure that you have successfully started your home school journey. RC #1 should come to your email approximately one week after your start date (noted in the login email you will receive). Completing these forms are required for continued enrollment with CAA.

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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# Initial Procedures

- Watch the [Welcome Video](#).
- Before your Start Date, you will receive an email with your teacher and student ID and password, along with a link to the login page.
- Watch the online [Online Orientation Video](#). This will give you an overview of Ignitia, including how to log in, how to successfully navigate the site, how to check your student's progress, and more.
- Watch the [Gradebook Video](#). This will give you detailed instructions on how to assign, unblock, skip, and grade assignments. Please return to this video any time you have specific questions about using Gradebook.

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

Visit CAA's [Parent/Student Resources](#) page (password: 777) for further information and resources. This page contains helpful materials, required forms, course lists, and more, and will continue to be important throughout the school year.

*Remember, the Academy staff is here to help you every step of the way!*

administrator@christianacademyofamerica.com

**Be sure to read through the *Frequently Asked Questions* on pages 15-17 of this handbook. Many of the important policies of CAA are documented on these pages.**

# Daily Procedures

- After completing the Initial Procedures, make sure your student spends time on their coursework every day. Use your teacher login to monitor their progress. When you log in each day, you will be notified of any assignments that are blocked, need grading, or are overdue. Address these responsibilities as soon as possible.
- Look and Ask! Take time daily to look over your student's assignments, check to make sure they are complete, and ask your student about 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.
- Students are expected to finish one unit per subject approximately every 3 – 4 weeks. The online curriculum includes an individual student planner that will assign work for each school day. To check your student's progress, click on the "Gradebook" tab. More details are available by clicking on the "+" sign next to each subject or unit.
- Students should complete their work in the order given and make sure to complete all originally assigned assignments in each unit. This is important for their academic success.

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 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.

When your student's online courses are set up, they will be scheduled within the usual nine-month time frame, with due dates spaced out accordingly. If you need to reschedule at any point due to vacations or other lapses in completion, please contact the Academy staff to reset assignment due dates.

# Project Requirements



Projects are indicated by this symbol:

For elementary students, all projects are optional. High school students must complete a minimum of one project per unit in each subject (excluding units in which no projects are pre-assigned). All extra projects that will not be completed should be changed to the “Skipped” status. This will allow a student to continue on to the next unit once all remaining assignments in the current unit are completed.

*For project-based electives, students must complete all originally assigned projects in each unit.*

## Tips for Review

Ignitia allows students to access and review any completed assignment once it has been graded. The first unit of each subject begins with a “Course Overview” assignment. At the end of each unit is a “Reference” (sometimes called “Glossary and Credits”) assignment that lists and defines all vocabulary words taught in that unit. It also provides web links and further information on the topics covered in the unit. Additionally, most units include a “Review Game” just before the Test. All these assignments here will help your student with review and can be accessed through the student *Courses* page and through the parent *Gradebook*.

## End-Year Procedures

When your student has completed their coursework for the entire school year, please make sure you have completed any outstanding teacher grading.

Next, please submit the [Authenticity Form](#) (for 4<sup>th</sup>-12<sup>th</sup> grade students), which certifies that the coursework was solely that of the student and completed in total compliance with the instructions stated in this handbook. This form is found on the Academy website’s [Parent/Student Resources](#) page (password: 777).

No report card will be issued without both parent and student signatures on this document. Submitting the Authenticity Form notifies the Academy staff that your student has completed their coursework. If your student is in 3<sup>rd</sup> grade and is not required to complete the form, please contact the office to let us know when they are finished.

All tuition installments must be received before a report card is processed.

**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 *Non-Compliance and Program Abuse* policy on page 11.**

# 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.

Tuition payments may be made online at [www.chaoa.com/payment-center/](http://www.chaoa.com/payment-center/).

# 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

# High School Graduation Requirements

	<b>Minimum</b> H.S. Graduation Program	<b>Recommended</b> H.S. Graduation Program	<b>*Distinguished</b> H.S. Graduation Program
<b>English Language Arts</b>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• English IV <i>or</i> CAA-approved alternate course</li> </ul>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• English IV</li> </ul>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• English IV</li> </ul>
<b>Mathematics</b>	<b>3 credits:</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry <i>or</i> Informal Geometry</li> <li>• An additional math course</li> </ul>	<b>3 credits:</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• Algebra II</li> </ul>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• Algebra II</li> <li>• An additional advanced math course</li> </ul>
<b>Science</b>	<b>2 credits:</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• IPC, Physical Science, <i>or</i> other CAA-approved science course</li> </ul>	<b>3 credits:</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• IPC <i>or</i> Physical Science</li> <li>• Chemistry <i>or</i> Physics</li> </ul>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• IPC <i>or</i> Physical Science</li> <li>• Chemistry</li> <li>• Physics</li> </ul>
<b>Social Studies</b>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• World Geography (1 credit)</li> <li>• World History (1 credit)</li> <li>• U.S. History (1 credit)</li> <li>• U.S. Government (1/2 credit)</li> <li>• Economics (1/2 credit)</li> </ul>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• World Geography (1 credit)</li> <li>• World History (1 credit)</li> <li>• U.S. History (1 credit)</li> <li>• U.S. Government (1/2 credit)</li> <li>• Economics (1/2 credit)</li> </ul>	<b>4 credits:</b> <ul style="list-style-type: none"> <li>• World Geography (1 credit)</li> <li>• World History (1 credit)</li> <li>• U.S. History (1 credit)</li> <li>• U.S. Government (1/2 credit)</li> <li>• Economics (1/2 credit)</li> </ul>
<b>Physical Education</b>	<b>1 credit (minimum)</b> <b>2 credits (maximum)</b>	<b>1 credit (minimum)</b> <b>2 credits (maximum)</b>	<b>1 credit (minimum)</b> <b>2 credits (maximum)</b>
<b>Foreign Language</b>	<b>None</b>	<b>2 credits in the same language</b>	<b>3 credits in the same language <i>or</i> 2 credits in two different languages</b>
<b>Fine Arts</b>	<b>1 credit</b>	<b>1 credit</b>	<b>1 credit</b>
<b>Speech Communications</b>	<b>1/2 credit</b>	<b>1/2 credit</b>	<b>1/2 credit</b>
<b>Health Education</b>	<b>1/2 credit</b>	<b>1/2 credit</b>	<b>1/2 credit</b>
<b>Bible</b>	<b>1 credit (minimum)</b>	<b>1 credit (minimum)</b>	<b>1 credit (minimum)</b>
<b>Electives</b>	<b>As needed to complete the graduation requirements for the Minimum HSGP</b>	<b>As needed to complete the graduation requirements for the Recommended HSGP</b>	<b>As needed to complete the graduation requirements for the Distinguished HSGP</b>
<b>Total Credits</b>	<b>24</b>	<b>24</b>	<b>26</b>

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

- Students transferring to CAA in the 12<sup>th</sup> 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 CAA 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](http://www.act.org) and [www.collegeboard.com](http://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**

CAA 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. 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.

# 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:

3rd-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 to work ahead; 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 2 – 3 weeks to complete. This time may vary depending on the length of the unit, individual student ability, daily scheduling, and difficulty of the material. Courses differ in length, typically ranging from 10 – 12 units. In courses with more assignments or extra units, Ignitia will assign more work per day.

## Course Completion Time Frames

The portion of a grade level for which your student is enrolled determines the time allotted to complete their coursework.

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, they must meet the legal guidelines for enrollment in your state. Students taking a full-time course load (5 courses or more) must also meet the following 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. 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 will provide academic records when they are requested by your student's new school.

CAA is committed to the academic success of your student. The administration will not allow a student who is not progressing in a timely manner to remain in the Academy.

### **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 accessing the Teacher login, copying answers from the answer keys, and plagiarizing. 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.

If 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.

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. It is important that parents take measures to prevent program abuse by always providing sufficient supervision.

### **Plagiarism Policy**

Plagiarism is a growing problem due to the variety of resources available on the Internet. CAA 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.*

Academic integrity is of great importance to the CAA staff and should be of the highest importance to each parent, guardian, or supervisor. For this reason, the Academy has implemented the **Authenticity Form** (for 4<sup>th</sup>-12<sup>th</sup> grade students), which certifies that the coursework was solely that of the student and completed in total compliance with the instructions stated in this handbook. This form is found on the Academy website's [Parent/Student Resources](#) page (password: 777). No report card will be issued without both parent and student signatures on this document.

## **Withdrawal**

Withdrawal of students by CAA 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 complete the RC #1 and/or RC #2 in a timely manner.

## **Refund Policy**

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

1. If withdrawn before online setup, 100% of tuition will be refunded.
2. If withdrawn during the first month of enrollment, any remaining installments that have already been made will be refunded.
3. If withdrawn after the first quarter, there will be no tuition refund.
4. Registration is non-refundable.

## **Conflict Resolution Policy**

Most conflicts can be avoided by following the guidelines and policies in this handbook. Should a conflict arise that is not addressed in the stated policies, it 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 mailing list of past or presently enrolled families and students. We will not use your student's personal information for any reason other than providing your student with the highest-quality education. Our staff is committed to upholding your privacy.

Student academic records are stored and reviewed only by the Academy staff. 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 expel anyone who violates the standards set down in this handbook.

# 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 from the Start Date noted in your login email.

Quarterly Tuition (1/4 year): If you paid the quarterly tuition, your next installment should be submitted within two months from the Start Date noted in your login email.

Monthly Tuition: If you paid the monthly tuition, your next installment should be submitted within a month from the Start Date noted in your login email.

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

A. If you miss the tuition due date, your student will be deactivated on Ignitia and placed on the Inactive Student List until the tuition installment is received. The reactivation fee is \$10.00. Failure to send the tuition payment within three months of the tuition due date may result in activation of the RED (Reactivation Expiration Deadline) policy.

The RED policy prohibits the reactivation of students that have been inactive for more than three months.
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## 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 CAA 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: 3rd-5th grades = 3-4 hours/day; 6th-8th grades = 4-5 hours/day; 9th-12th grades = 5-6 hours/day

## Q. “What is CAA’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. Vacation times can be interspersed throughout the calendar or placed at the end.

**Q. “How are due dates on assignments adjusted when my student takes vacation?”**

**A.** When your student’s online courses are set up, they will be scheduled within the usual nine-month time frame, with due dates spaced out accordingly. If you need to reschedule at any point due to vacations or other lapses in completion, please contact the Academy staff to reset assignment due dates.

**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. 10) will come into effect.

**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 requirements, contact the National Center for Life and Liberty (NCLL – [www.NCLL.org](http://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.hslda.org](http://www.hslda.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. 18-19) 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 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 a range of 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 CAA, 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.** CAA is not just a “home school” 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. CAA 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.

*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 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 4<sup>th</sup> through 12<sup>th</sup> 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 *Non-Compliance and Program Abuse* policy on page 11.**

# 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.**