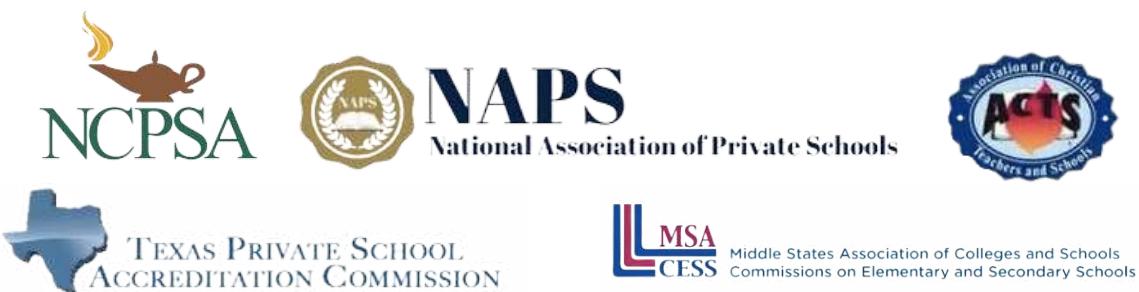


# HANDBOOK for Workbook Curriculum



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**Handbook for Workbook Curriculum**

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Dear Parents:

Welcome to Christian Academy of America, a fully accredited, distance-based private school. Our motto is "Academic Excellence for God's Glory."

Please read and follow the instructions in this handbook carefully. These tried and proven procedures will help you and your student meet your 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

Note: Throughout this handbook, Christian Academy of America will be referred to as CAA.



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# Getting Started

1. Begin by organizing your materials. Compare materials received with the packing slip. **If anything is missing, you must notify the Academy office within ten days of receiving the curriculum. Claims made after ten days will incur replacement and shipping fees.** 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. Students should not view this test until sitting down to take it. Next, remove the Test Key from the center of each Score Key. **Students should never have access to the Test Key. 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. When issuing these workbooks, remove the Activity Pac from the center and give it to your student with the corresponding workbook.
4. Issue the first workbook (lowest number) in each subject to your student. Do not issue more than one workbook per subject at a time.

Any reference to a PACE in the materials refers to the workbooks.

Any reference to supervisor or teacher 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. To complete one grade level in a standard nine-month school year, one workbook in each subject should be completed every three weeks.

To determine how much work your student needs to complete each day, divide the number of pages in a workbook by the number of school days in which it needs to be completed. This will equal the number of pages that need to be completed in that workbook each day. (Pages in workbook ÷ number of school days = pages per day in that workbook.)

*Example: 36 pages ÷ 12 school days = 3 pages per day*

8. CAA does not require a record of daily attendance. However, your schedule should be planned and recorded for your personal records and/or to comply with state and district requirements, if applicable.

- Without clearly defined goals, students often lack direction and focus. Use Goal Cards (free printable on CAA's Resource Center) to set specific daily goals for your student. At the end of each day, write down which pages you want your student to accomplish the next school day. This will help your student start each day with a clear picture of what needs to be accomplished. Make sure these goals are attainable. Your student can always exceed these goals, but it may be discouraging if the goals are too high and they are unable to meet them. Have your student cross off each subject as they complete it.

The Goal Card template is a grid designed for tracking daily goals. It includes fields for Name and Date at the top. Below this is a grid with columns for MATH, ENGLISH, WORD BUILDING, SCIENCE, SOCIAL STUDIES, and BIBLE. The rows are labeled with initials: M, T, W, T, and F. Each cell contains specific page ranges or activities. A large watermark reading "EXAMPLE" is overlaid across the card.

GOAL CARD						
Name: _____	Date: _____					
	MATH	ENGLISH	WORD BUILDING	SCIENCE	SOCIAL STUDIES	BIBLE
M	9-12	27-30	TEST	1-4	REVIEW	13-16
T	13-16	SELF TEST	1-4	5-8	TEST	17-20
W						
T						
F						

CHRISTIAN ACADEMY  
OF AMERICA

## Scoring Procedures

- Set up a special scoring area. This should be a counter or table that is away from the coursework area or in a different room and visited only with supervisor permission and supervision. Keep the score keys and a red ink scoring pen in this area.
- Students (grades 3-12) should score their own coursework each day. This 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.
- Using the score keys, all answers should be checked **each day**. With a red pen, students should mark incorrect answers with an X. Students should return to their coursework area and correct all incorrect answers.
- Next, students should rescore their corrected coursework at the scoring area with the score keys. Students should circle each red X with the red pen when the answer is correct.

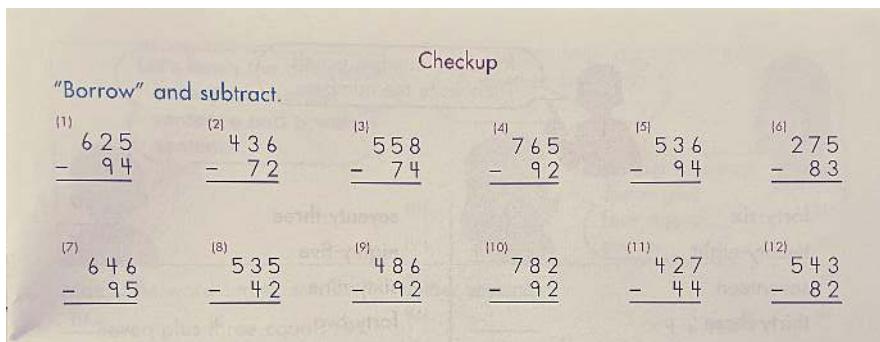
Steps 3 and 4 should be completed each time the student encounters a "Score Strip," usually at the bottom of a page. The score strip has a checkbox for each step and should be marked complete with a checkmark or an "X" as the student follows the steps. (Some workbooks may not have score strips.)

### Score Strip Example

Score this page.	Correct Mistakes.	Rescore.
------------------	-------------------	----------

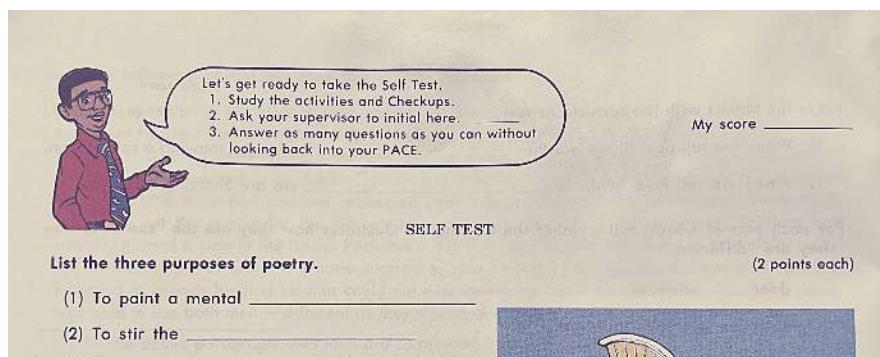
# Daily Procedures

1. Each day, look over all of your student's assignments, including checkups (quizzes) and self-tests (reviews), to make sure they are complete. Take time to ask your student about their assignments and new things they have learned. It is important to engage 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 parent, 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 by the supervisor to take the Checkup.



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, corrected, and rescored before proceeding (following the *Scoring Procedures* on page 5).
4. For each workbook, 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 by the student. Then, the student should spend some time studying the Self-Test, paying special attention to missed questions. Use the *Study Techniques* on page 15 of this handbook. When satisfied that your student is ready for the Final 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 completed and scored before tests are taken.*

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".

## 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 until the test has been completed. **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 center 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.

**Final Test**  
Found in center of workbook



**Test Key**  
Found in center of Score Key



**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 (the supervisor) 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 your 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. 15) 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 score on the Master Record Sheet and on the front of the test. Keep the tests and any work done on separate paper to return with the Master Record Sheet to the Academy office.

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 for free on many websites and mobile apps. 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 are required to mail reports to CAA three times during the first year of enrollment and two times per year of continued enrollment.

### 1. First-Month Report (first year of enrollment)

The First-Month Report is due after one month of enrollment with CAA (beginning from your student's Start Date). By this time, your student should have completed at least one workbook in each subject. Return these items:

- **One completed test from each subject**
- The **First-Month Report Form** that was included in your first shipment of curriculum

*Note: Most **reenrolling students** are not required to send in a First-Month Report. However, students who have previously been enrolled in CAA's Kindergarten or online program will still be required to send in a First-Month Report.*

## **2. Mid-Year Report** (every year)

The Mid-Year Report is due after the completion of the first half (two quarters, or a semester) of a year's curriculum and should include these items:

- The **pink page of the Master Record Sheet** - Always keep the top copy of the Master Record Sheet for your personal records.
- All **completed tests** and any **work done on separate paper** (e.g. for math or art) for 1st semester.
- All **score keys** and **test keys** for 1st semester.
- **Reference books** and **CDs** with "Please Return" stickers used with 1st semester workbooks
- **Bible Reading workbooks** for 1st grade and/or **Bible workbooks** for 7th and 8th grade

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 CAA only upon request of CAA staff.

## **3. End-Year Report** (every year)

The End-Year Report is due after the completion of the entire year of curriculum, and should include these items:

- The **yellow page of the Master Record Sheet**
- All **completed tests** and any **work done on separate paper** (e.g. for math or art)
- All **score keys** and **test keys**
- **Reference books** and **CDs** with "Please Return" stickers
- **Bible Reading workbooks** for 1st grade and/or **Bible workbooks** for 7th and 8th grade
- Also, complete and submit the **Authenticity Form** (grades 3-12) found on the CAA Resource Center (password - 777) or by scanning the QR code below.

Scan here with  
your phone  
camera to fill out  
the Authenticity  
Form.



**Report cards are only processed after all required End-Year Report items are received.**

Return your reports by mail to:  
**Christian Academy of  
America 175 Double Oaks Dr  
Double Oak, TX 75077**

### **ATTENTION! Shipping Required Reports**

- All forms must be completed and signed.
- Using a shipping method with a tracking number is highly recommended. CAA is not responsible for lost work.
- Please **do not** require a signature as this can greatly delay our receiving your student's work if they attempt to deliver your package outside of regular office hours.
- Do not discard the workbooks. Workbooks must be retained by you for at least three months after the report card date and should only be returned to CAA upon request of CAA 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 strongly suggest 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.

If you are missing any forms, such as the First-Month Report form or Master Record Sheet, copies can be printed from the CAA Resource Center ([www.chaoa.com](http://www.chaoa.com) - password: 777). The Resource Center has many additional tools for you and your student, and we are constantly adding new resources to this page to help you.

**Christian Academy of America reserves the right to examine all coursework and further reserves the right to withhold passing grades for a course that is incomplete, shows signs of program abuse, or is non-compliant with procedures. See the *Verification of Coursework policy on page 19.***

# Tuition Information

Each shipment of curriculum (based on the tuition installment made) will include an invoice showing the most recent tuition installment paid, as well as your next tuition due date. You are responsible to submit the next installment by the due date listed. The next shipment of schoolwork will be sent after the applicable tuition installment has been made.

If tuition is not submitted by the due date, a \$15 Reactivation Fee is required (in addition to the tuition due) to continue your student's enrollment. 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 who have been inactive for more than three months or have received three inactive notices in one year.

**Tuition installments can be paid with a debit or credit card on the CAA Payment Center ([www.chaoa.com/payment-center/](http://www.chaoa.com/payment-center/)) or by calling the office. CAA does not accept checks or money orders.**

Tuition installments are not charged automatically unless you specifically request it. If you would like to set up automatic recurring payments, please contact us. Recurring payments are scheduled for one grade level at a time, and must be requested again for each subsequent school year.

# High School Graduation Requirements

	<b>Minimum Track</b>	<b>Recommended Track</b>	<b>*Distinguished Track</b>
English	4 credits: <ul style="list-style-type: none"><li>• English I</li><li>• English II</li><li>• English III</li><li>• English IV or CAA-approved alternate course</li></ul>	4 credits: <ul style="list-style-type: none"><li>• English I</li><li>• English II</li><li>• English III</li><li>• English IV</li></ul>	4 credits: <ul style="list-style-type: none"><li>• English I</li><li>• English II</li><li>• English III</li><li>• English IV</li></ul>
Mathematics	3 credits: <ul style="list-style-type: none"><li>• Algebra I</li><li>• Geometry or Geometry Foundations</li><li>• Additional math course</li></ul>	3 credits: <ul style="list-style-type: none"><li>• Algebra I</li><li>• Geometry</li><li>• Algebra II</li></ul>	4 credits: <ul style="list-style-type: none"><li>• Algebra I</li><li>• Geometry</li><li>• Algebra II</li><li>• Additional advanced math course</li></ul>
Science	2 credits: <ul style="list-style-type: none"><li>• Biology</li><li>• IPC, Physical Science, or other CAA-approved science course</li></ul>	3 credits: <ul style="list-style-type: none"><li>• Biology</li><li>• IPC or Physical Science</li><li>• Chemistry or Physics</li></ul>	4 credits: <ul style="list-style-type: none"><li>• Biology</li><li>• IPC or Physical Science</li><li>• Chemistry</li><li>• Physics</li></ul>
Social Studies / History	4 credits: <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>	4 credits: <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>	4 credits: <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>
Physical Education	1-2 credits	1-2 credits	1-2 credits
Foreign Language		2 credits in the same language	3 credits in the same language or 2 credits each in 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	1 credit	1 credit
Electives	As needed to meet graduation requirements for the Minimum track	As needed to meet graduation requirements for the Recommended track	As needed to meet graduation requirements for the Distinguished track
Total Credits	24	24	26

\*Students graduating on the Distinguished track must 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 qualifying high schoolers a  $\frac{1}{2}$  credit of P.E. per school year. To earn the  $\frac{1}{2}$  credit, students 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 high school students must take at least a  $\frac{1}{2}$  credit in Bible each year.
- CAA awards/records high school credits with the value of  $\frac{1}{2}$  or 1. Credits with less than a  $\frac{1}{2}$  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. Any external curriculum course must be submitted with a detailed content description. The Academy Administration Fee will apply for each course taken that exceeds the maximum of 6 credits covered by standard 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 taken that exceeds the maximum of 6 credits covered by standard tuition.
- Coursework is only complete when the student has completed all activities in the material and has passed the Final Test for each workbook with a grade of at least 80%. After the final tests and Authenticity Form are received in the Academy office, the scores will be recorded. No credit is awarded until at least  $\frac{1}{2}$  of the course is completed.
- Credits are not issued by CAA for non-traditional educational programs. This includes courses without assessments and vocational or apprenticeship experiences.
- Students using external curricula must receive prior administrative approval and take at least two internal curricula academic courses from CAA per grade level.
- 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 usually administered locally at high schools, colleges, and universities. The results of these tests are used by CAA to track educational outcomes 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. Many schools are now also accepting the CLT (Classic Learning Test) in addition or as an alternative to the ACT and SAT. Registration should be completed online at [www.act.org](http://www.act.org), [www.collegeboard.com](http://www.collegeboard.com), or [www.cltexam.com](http://www.cltexam.com). Registration deadlines are usually four weeks prior to the testing date. When registering for these tests, students should reference CAA's school number (442-432).

## **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 look for serious students with a desire to achieve at a higher level. The criteria for acceptance vary among these institutions, and students should contact 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 homeschooled." You are graduating from a fully accredited private school.

## **High School Transcript**

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

## **Diploma Package**

Upon completion of the graduation requirements, students may order the Diploma Package, which includes a diploma, diploma cover, and tassel. This package can be ordered on the Payment Center or by calling the office. Please allow two weeks after the 12th grade report card date for processing.

## **Graduation Accessories**

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

# Study Techniques

The following techniques have been found to be successful in developing good study habits in the workbook curriculum.

1. (Student) Read the *Introduction, Vocabulary, Table of Contents, and Goals and Objectives*.
2. (Student) 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. 5) for each activity.
  - e. (Supervisor) When you feel the student is ready, let them proceed with the Self-Test.
  - f. (Student) Answer the Self-Test without looking back in the workbook.
  - g. (Supervisor) Check 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. (Student) 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 checkups and the Self-Test.
4. Take the Final Test as a supervised closed-book test. If alternate tests are needed, this same method should be used.

## Additional Study Helps for Workbook-Style Coursework

- Make and use flashcards for vocabulary words and any other terminology or facts likely to be tested (e.g., math facts, formulas, chemical equations, definitions, order of operations, etc.).
- Watch for words in bold print.
- Review regularly.
- Highlight main ideas or important information. (This helps with the “scan” section of studying.)
- Always have students pre-read 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 aloud (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 advance more quickly may schedule extra study time during the week or on weekends; however, we caution students not to rush through the curriculum. If your student is advancing 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 will vary depending on the length of the workbook, individual student ability, daily scheduling, and the difficulty of the material. You may need to allot different amounts of time for each subject so that your student can complete all assigned workbooks 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

- Students enrolled for a full year = 9 to 12 months

(Nine months is a traditional school year term. CAA allows up to twelve months for completion.)

- Students enrolled for a semester = 4 ½ to 6 months

(Four and a half months is a traditional semester term. CAA allows up to six months for completion.)

- Students enrolled for a quarter = 2 to 3 months

(Nine weeks is a traditional quarter term. CAA allows up to three months for completion.)

## **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 (usually 180 days).

**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.** Seniors taking less than a full-time course load may finish at a rate approved by CAA.

When students taking a full-time course load (5 courses or more) finish all assigned coursework and tuition installments for the grade level, they may reenroll to begin the next grade level. **Students who choose to accelerate their progress (3-4 months - semester; 5-6 months - full year) must turn in all coursework, including workbooks, with the End-Year Report.**

## **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. Although our program is self-paced, students must be making consistent, reasonable amounts of progress. If a student is not putting forth visible effort to complete their schoolwork on a daily basis, CAA reserves the right to withdraw them or put them on probation. The administration will not allow a student who is not progressing in a timely manner to remain enrolled.

## **Academic Integrity**

Academic integrity is of great importance to CAA and should be of the highest importance to each parent, guardian, or supervisor. For this reason, CAA implemented the Authenticity Form (for 3rd-12th grade students). This form is found on CAA's Resource Center ([www.chaoa.com](http://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. CAA is committed to ensuring that students are equipped to follow accepted guidelines for research, properly cite sources that are used, and 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>.

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## **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 New 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 CAA staff. Depending on the form and extent of the abuse, consequences can range from having to redo specific workbooks and/or tests for resubmission, to failing courses, 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 workbook grades are based on final test scores and not daily work, low test scores jeopardize the final grade received for the entire course.

## **Verification of Coursework**

AA 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 submitted. Please keep all workbooks, worksheets, and copies of tests until three months after the report card date.

## **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 CAA policies and procedures
2. Failure of the parent/supervisor to abide by the Parent Agreement:
  - a. Tuition payment that is past due
  - b. Lack of communication after repeated attempts by CAA to establish contact
  - c. Failure to comply with the Parent Agreement and CAA 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 CAA for any reason by parent, guardian, or CAA staff, 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 by reading and following the instructions and policies in this handbook. Should a conflict arise that is not addressed in the stated policies, the conflict will be resolved in the following manner:

- Parents are encouraged to contact CAA to work toward resolving the situation.
- If the conflict is still unresolved, parents may appeal to CAA administration.
- 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, Christian Brotherhood Mutual, or another mutually agreed upon 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.
- If the conflict involves non-academic issues, parents are encouraged to seek assistance from other Christian counseling professionals.

## **Privacy Policy**

CAA has never and will never share the mailing and/or email list of past or presently enrolled families and students. CAA will not use your student's personal information for any reason other than providing your student with the highest-quality education. CAA is committed to protecting your privacy.

Student academic records are stored and reviewed only by CAA staff members 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 unless it is another educational institution in which your student has enrolled or is seeking enrollment.

## **Non-Discriminatory Policy**

CAA 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, CAA does not discriminate in 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, CAA reserves the right to set and maintain 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 outlined in this handbook.

## **Grading Scale and GPA**

Most high schools and colleges report GPA (grade point average) on a 4.0 scale.

The highest 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 send my student's completed work?"**

**A.** See page 7 for details regarding sending in required reports.

**Q. "Where can I find the Biology labs?"**

**A.** Biology lab videos can be found on the CAA Resource Center (password: 777), under "Workbook."

**Q. "How do you help those with an IEP, 504 plan, or other special needs?"**

**A.** CAA has many tools & resources to help students who have an IEP, 504 plan, or other special needs. Our desire is to accommodate the needs of students as much as possible while still meeting the standards of our accrediting institutions. For more information, please see "Special Accommodations" (found under "Special Needs" on the CAA Resource Center - password: 777). Since CAA is not a state- or tax-funded school, there are some programs that we may not be able to provide.

**Q. "What is CAA's school year schedule?"**

**A.** Each CAA student is on an individualized schedule. By default, coursework is scheduled for the standard academic school year of nine months, but students are allowed up to 12 months to complete it, if necessary. Vacation times are flexible and determined by the parent/supervisor.

**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 student'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.** To complete a school year within the standard nine months (36 weeks), the following approximate amounts of time are needed for schoolwork each day. (These are calculated based on a five-day school week.)

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

Be sure to incorporate breaks in your student's schedule. Generally, students need a 10-minute break for each hour of schoolwork. Younger students will need more frequent breaks.

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

**A.** Yes! Students may work ahead and complete a school year in less than the standard nine months. See the Accelerated Progress policy (p. 15).

**Q. “Are nationally standardized achievement tests required?”**

**A.** Some states require homeschool students to take nationally standardized achievement tests. CAA does not require achievement testing, but we do offer the online California Achievement Test (CAT) for 4th-12th grade students every spring.

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

**A.** Distance learning (homeschooling) is legal in every state. However, the requirements differ from state to state. CAA is an accredited private school and there are usually fewer requirements for homeschooling through a private school in most states. If you have questions about your state’s requirements for distance learning, visit the Home School Legal Defense Association (HSLDA - [www.hslda.org](http://www.hslda.org)).

**Q. “Can my student participate in extracurricular activities?”**

**A.** Many school districts allow homeschool students to participate in extracurricular activities such as band, drama, and sports on campus. Some homeschool students regularly participate in community-based sports, rodeo, or other activities. Church activities are also an important part of students’ growth and learning.

CAA’s distance-based format means you and your student are not limited by standard classroom hours. This allows your student more time to pursue hobbies and interests and develop hands-on skills. Many CAA students have been able to complete their education while pursuing passions such as sports, rodeo, music, and acting.

**Q. “How does it work if I want my student to transfer to another school?”**

**A.** If you let us know your student is transferring, we will process an official withdrawal and send you an email confirmation, or when we receive a records request from another school, we will assume that your student is transferring. Records we send to the new school will be based on the work your student has completed and turned in to CAA.

**Q. “Do high school credits taken at CAA transfer to private and public schools?”**

**A.** Public and private schools have varying rules and policies regarding the acceptance of transfer credits, so we cannot guarantee transfer. However, because we are a fully accredited private school, high school credits awarded by CAA are typically accepted at most public and private schools.

