

# HANDBOOK for Online Program



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Middle States Association of Colleges and Schools  
Commissions on Elementary and Secondary Schools



**NAPS**  
National Association of Private Schools

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## “Academic Excellence for God’s Glory”

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 primarily uses Ignitia, a high-quality, rigorous, digital Christian curriculum. (Some elective courses may use other digital platforms, including Rocket Languages and Film School 4 Teens.)

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 and must be followed to be in compliance with CAA procedures. 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 Training forms to you by email. Your responses on these forms, “Getting Started” (Required Training #1) and “Online Procedures” (Required Training #2) will ensure that you have successfully started your home school journey. Required Training #1 should come to your email approximately one week after your student’s official start date (noted in the login email you will receive). Completing these forms is required for continued enrollment with CAA.

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.

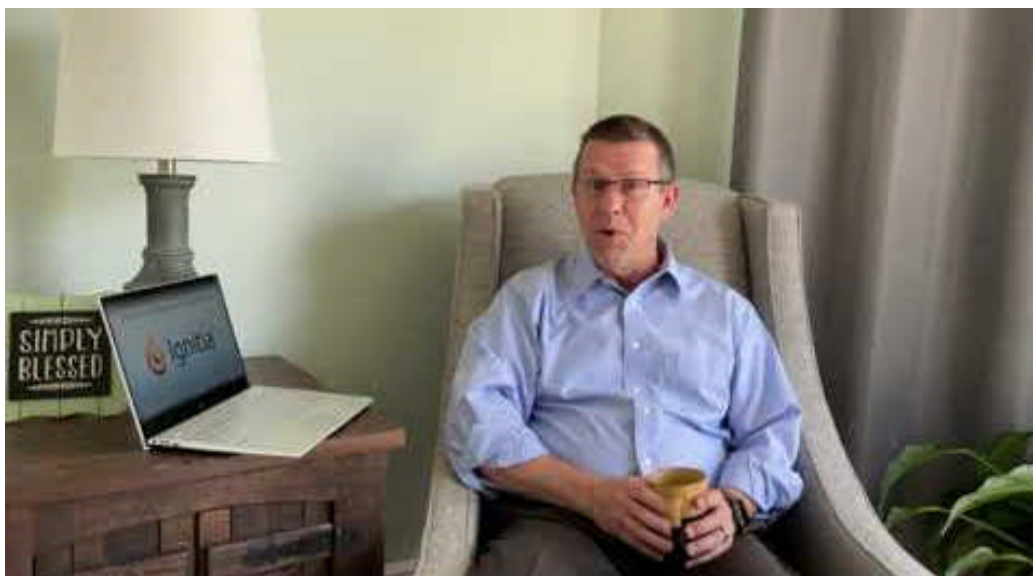
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# Initial Procedures

1. **Watch the Welcome Video.** This is a message from our administrator and contains important information for getting started.

<https://www.youtube.com/watch?v=j72m5jZPIZ4>



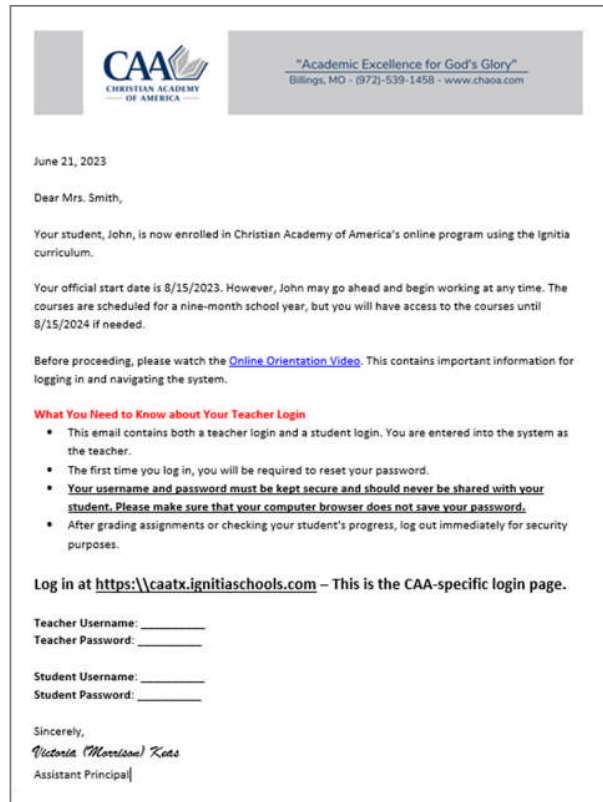
2. **Watch the Online Orientation Video.** This will give you an overview of Ignitia, including how to log in, successfully navigate the site, check your student's progress, and more.

<https://www.youtube.com/watch?v=qfjckMEDS-M>



3. **Read the login email thoroughly.** Before your Start Date, you will receive an email with your Ignitia teacher and student IDs and passwords, along with a link to the login page (example below). Do not forward this email to your student or allow them to view it. **Your teacher ID and password must be kept secure.**

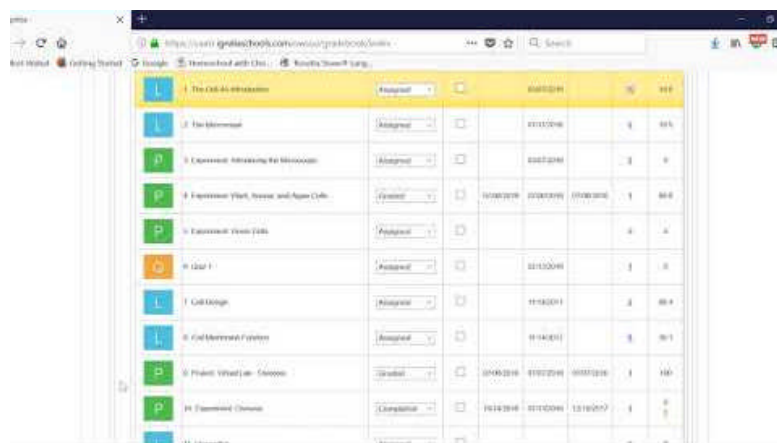
**Example Login Email**  
(Email pictured is for Ignitia. Login emails for Rocket and Film School 4 Teens will vary in appearance.)



4. **Establish a work area for your student** that is comfortable, quiet, well-lit, uncluttered, and free of distractions. This is essential for a successful educational experience. Distractions might include siblings, T.V., radio, video games, a smartphone, or any other electronic device not needed to complete work on Ignitia. **Keep in mind that when working on a computer, there are also the distractions of other websites and apps.** Equip your student for success by being aware of their surroundings and potential distractions. It may be helpful for you to sit where your student will be doing their work so you can observe their environment and recognize distractions that they might see or hear while working. Once you note potential distractions, do your best to eliminate them.
5. **Establish a daily academic schedule.** This 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 eliminates the task of creating a new 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 falling behind. A consistent schedule also allows them to focus better and can cut down on stress between parent and student. For more information on scheduling, see "Attendance and Completion Schedule" (p. 11).

**Be sure to include breaks in your daily schedule.** These are times when students are not required to concentrate on schoolwork and their brain is allowed to relax. Generally, students need a 10-minute break for each hour of schoolwork. Younger students will need more frequent breaks. We recommend incorporating physical activity into these breaks and/or at some point during the day. Physical activity can help students focus, improve attitudes, boost motivation, and increase retention of material.

6. **Although not required, it is highly recommended to watch the Gradebook Video** (<https://www.youtube.com/watch?v=gzJSDFo5idU>). This will give you detailed instructions on how to assign, unblock, skip, and grade assignments through the Gradebook tab on Ignitia. If you are keeping up with your teacher responsibilities through your home page as shown in the Online Orientation Video, you may not need to use Gradebook. However, it can be very helpful for getting an overall view of your student's progress, checking for assignments that need grading, and skipping projects that are not required. Please return to this video any time you have specific questions about using Gradebook.



Assignment	Status	Due Date	Score	Grade
1. The Call to Adventure	Assigned	01/15/2024	0	0%
2. The Mentor	Assigned	02/02/2024	0	0%
3. Expedition: Introducing the Hero's Journey	Assigned	02/02/2024	0	0%
4. Expedition: Hero, Mentor, and Hero's Journey	Assigned	02/02/2024	0	0%
5. Expedition: Hero's Journey	Assigned	02/02/2024	0	0%
6. Call to Adventure	Assigned	02/02/2024	0	0%
7. Call to Adventure	Assigned	02/02/2024	0	0%
8. Call to Adventure	Assigned	02/02/2024	0	0%
9. Expedition: Hero's Journey	Assigned	02/02/2024	0	0%
10. Expedition: Hero's Journey	Assigned	02/02/2024	0	0%
11. Expedition: Hero's Journey	Assigned	02/02/2024	0	0%

If you need technical assistance with Ignitia, use the *Help* button (located 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 Ignitia Tech Support contact information. When contacting tech support, please reference Christian Academy of America. **For help with grading, refer to our Essay Grading Guide** ([www.chaoa.com/wp-content/uploads/2023/11/Essay-Grading-Guide-1.pdf](http://www.chaoa.com/wp-content/uploads/2023/11/Essay-Grading-Guide-1.pdf)) on the Resource Center.

**Remember, the Academy staff is here to help you every step of the way!** If you have questions or need assistance during the school year, please email [administrator@christianacademyofamerica.com](mailto:administrator@christianacademyofamerica.com). Your email will be forwarded to the staff member who can best assist you. You may also call the office at (972) 539-1458.

Be sure to check out our parent/student Resource Center (<https://www.chaoa.com/parent-student-resources/>) for many fun, practical, and educational resources for the whole family. New content is added each month. The password for this page is 777.

## Daily Procedures

- After completing the initial procedures, make sure your student spends time on the coursework every day. **Students should complete assignments within each subject in the order given and make sure to complete all originally assigned assignments in each unit.** (See “Project Requirements” on p. 8 for exceptions.) **Do not allow your student to skip ahead or complete assignments out of order.** Completing assignments in order with passing grades is considered mastery-based learning and is designed to ensure that students comprehend each concept that is taught before proceeding to the next concept.
- **Your student must have adult supervision during study time.** (This does not have to be you or the same person all the time.) The adult is not required to stay in the same room as the student, but they do need to regularly check in on the student.
- **Use your teacher login to monitor your student’s 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. Most of the grading on Ignitia is completed automatically by the program. However, some assignments such as essays and short answer questions need to be graded by you as the supervisor. **Be sure to check daily for assignments that need grading. Teacher grading should be completed regularly and not left until the end of the year.** Assignments that are completed but not graded will not count toward your student's progress percentage. Ungraded assignments may also hinder your student from moving forward.
- **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 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. 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".
- **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. (See the Gradebook Video linked on page 6 for detailed instructions.)
- **If your student falls behind at any point due to vacation or other lapses in completion (e.g., sickness, family emergencies, etc.), please contact the Academy staff to request a reschedule.** The system doesn't allow us to schedule days off in advance, but you are welcome to call or email once your student is ready to start working again after a break, and we can reschedule everything then. A standard reschedule will not affect your student’s end date. Instead, it redistributes all due dates to eliminate past due notifications and assigns the right amount of work each day to help your student catch up. Students may also work ahead of due dates prior to taking time off.

# Project Requirements

Projects are indicated by a green icon and may be titled as an experiment, essay, report, performance task, project, or another content-specific title. **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 assigned by default). More projects are required in project-based electives. (See below for details.)



**Projects must have work either typed in the writer box or uploaded as an attachment** (Microsoft Word or Google Docs document, spreadsheet, photo, video, etc.) to verify completion. This includes any projects or questions that are completed on paper. (Note: If Google Docs links are used, privacy settings on applicable documents must allow access to anyone with the link so CAA staff can view the documents to verify completion.)

In many units, multiple projects are assigned by default. This allows you to choose which one(s) you want your student to complete. You can look ahead in Gradebook at the project options and make decisions based on topic, student interests, time or skills involved, supplies needed, etc. Any projects that are not required for your student and will not be completed should be changed to the “Skipped” status. This allows a student to continue to the next unit once all remaining assignments in the current unit are completed.

**For project-based electives, most of the learning is hands-on and designed to be attained through the projects. Therefore, all projects that are assigned by default must be completed.** (You may also choose to replace an originally assigned project with another project in the same unit that was skipped by default.) Refer to Project Requirements (<http://www.chaoa.com/wp-content/uploads/2024/03/Ignitia-Project-Requirements.pdf>) on the Resource Center for a list of all project-based electives.

## Optional

Most units have a blank project titled “Special Project.” Special projects do not have instructions because the purpose is to give the supervisor the option to create a personalized project which can be used in place of an originally assigned project or for additional learning. For example, if there is a specific concept within a course that your student is especially interested in, you could come up with an assignment in that area and skip the originally assigned project.

If you assign a Special Project, you will need to provide instructions and **make sure your student shows his/her work**. Special projects are skipped by default. If the only project in a unit is a Special Project, it is not required.



# End-Year Procedures

When your student has completed their coursework for the entire school year, follow these steps:

1. **Check Ignitia Gradebook** to make sure you have completed any outstanding teacher grading.
2. If your student completed any courses on another platform, such as Film School 4 Teens or International Open Academy, email us the certificate of completion you received.
3. **Submit the Authenticity Form** (<https://forms.gle/ZpeVnfBREpJSpRPRA>) to certify that the coursework was solely that of the student and completed in total compliance with the instructions stated in this handbook. This form can also be found on the CAA Resource Center (password: 777). Submitting this form notifies the Academy staff that your student has completed their coursework. No report card or transcript will be issued without both parent and student signatures on this form.

All installments must be received before work is reviewed and a report card is processed. After the Authenticity Form and all tuition installments are received, your student's work will be reviewed to verify completion of all required assignments according to CAA policies and procedures. Any noncompliant work will be brought to your attention and must be corrected before a report card is processed and your student is promoted to the next grade level. Common issues include but are not limited to plagiarism, AI use, projects that do not show work but are assigned a grade, and required assignments that are skipped.

**Christian Academy of America reserves the right to review 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 *Non-Compliance and Program Abuse* policy on page 14.**

## 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. This provides a summary of the course, a list of learning objectives, notes on additional resources that may be required to complete assignments in the course, and more. A student can access this assignment by going to their Courses page and then to the first unit in the subject.
- 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.
- Most units include a **Review Game** immediately prior to the test. These assignments will help your student with review and can be accessed through the student *Courses* page and through the parent/teacher *Gradebook* page.

## Tuition Information

After your student's online work is set up, you will receive an email with 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.

If tuition is not submitted by the due date, your student's Ignitia account (and any other online platforms, if applicable) will be placed on hold, and a reactivation fee is required (in addition to the tuition due) to continue your student's enrollment. If you do not reactivate your student's enrollment 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**

**(<https://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.

## 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 online setup, 90% of tuition will be refunded upon request. Please allow ten (10) business days from receipt of your written notice of request for a refund for the refund to process.
2. If withdrawn within one (1) month of your student's official Start Date, any remaining installments that have already been made will be refunded upon request. Please allow ten (10) business days from receipt of your written notice of request for a refund for the refund to process.
3. If withdrawn after two (2) months from your student's official Start Date, there will be no tuition refund.
4. Registration, reenrollment, and reactivation fees are non-refundable.

# 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 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 assign additional projects to enhance your student's education.

When your student's online courses are set up, they will be scheduled for the standard nine-month time frame (for a full grade level), with due dates spaced out accordingly. This schedule allows for a break between grade levels. However, we do allow access for up to 12 months to complete one grade level, if needed, and some families choose to do school year-round instead of taking breaks between grades. 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.

Students are expected to make approximately 11% progress in each subject every month, and the periodic Progress Report you will receive is based on this standard. The online curriculum includes an individual student planner that will assign work for each school day. Each unit typically takes 3-4 weeks to complete. This timing will 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 6-12 units. In courses with more assignments or extra units, Ignitia will assign more work per day.

## 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 (at least five (5) full year courses/five (5) credits) must also meet the following minimum time requirements: semester – at least three (3) months; full-year – at least five (5) months.** Seniors taking less than a full-time course load may finish at a rate approved by the Academy staff.

When students taking at least five (5) full year courses/five (5) credits 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 (less than four (4) months for a semester and less than six (6) months for a full year) should meet the passing threshold on all assignments (80% for lessons and quizzes and 70% for tests). For high school students who accelerate their progress, all required projects should be completed.

## **Insufficient Progress**

Every student who enrolls in CAA has an individualized time frame and deadline for the school year. This 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 make consistent, reasonable amounts of progress. (See "Attendance and Completion Schedule," p. 11).

CAA is committed to the academic success of your student. 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 3<sup>rd</sup>-12<sup>th</sup> grade students). This form is found on CAA's Resource Center (password: 777). No report card will be issued without both parent and student signatures on this form, which 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. Please review "What is Plagiarism" (p. 13) with your student to ensure they understand what plagiarism is and how to avoid it in their work.

# What is Plagiarism<sup>1</sup>

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.

<sup>1</sup> 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.

## **AI Policy**

CAA policy prohibits the use of Chat GPT, Bard, Claude, or any other generative AI system for the completion of CAA schoolwork assignments. In order to verify that your student has genuinely learned from the assignment and has not resorted to using AI or other noncompliant methods of answering questions, they should be able to discuss the topic verbally and demonstrate their knowledge and understanding of anything submitted. An inability to support/extend their work through conversation or extension questions demonstrates a need to relearn the material and provide new answers. We recommend utilizing AI checker tools, such as GPTZero (<https://gptzero.me/>), to identify any potential use of AI-generated content before submission.

## **Non-Compliance and Program Abuse**

Parents/supervisors are responsible to ensure 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/Supervisor 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 accessing the Teacher login, copying answers from the Answer Key, plagiarizing, or using generative AI. 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 CAA staff. Depending on the form and extent of the abuse, consequences can range from having to redo specific assignments for resubmission, to failing courses, to administrative withdrawal. It is important that parents/supervisors take measures to prevent program abuse by always providing sufficient supervision.

**CAA reserves the right to review 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.**

## **Withdrawal**

Withdrawal of students by CAA is not common, although extenuating circumstances will from time to time necessitate withdrawal during the school year. Most issues are addressed and resolved before withdrawal is even considered. However, unresolved issues 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/Supervisor Agreement, including but not limited to:

- a. Tuition payment that is past due
- b. Lack of communication after repeated attempts by CAA to establish contact
- c. Failure to complete Required Training #1 and/or Required Training #2 in a timely manner

### **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:

- 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 yours or 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 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, or it is an accrediting organization of which CAA is a member.

### **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 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

## Weighted Grading System

This is CAA's weighted grading system for the online program. Different types of assignments are worth a different percentage of the overall course grade. \* Weights also vary between courses.

Most Courses	High School Math Courses	Project-Based Electives
<ul style="list-style-type: none"> <li>• Lessons – 30%</li> <li>• Quizzes – 30%</li> <li>• Projects – 20%</li> <li>• Tests/exams – 20%</li> </ul>	<ul style="list-style-type: none"> <li>• Lessons – 30%</li> <li>• Quizzes – 30%</li> <li>• Projects – 10%</li> <li>• Tests/exams – 30%</li> </ul>	<ul style="list-style-type: none"> <li>• Lessons – 30%</li> <li>• Quizzes – 30%</li> <li>• Projects – 20%</li> <li>• Tests/exams – 20%</li> </ul>

\*Percentages are for all assignments of one type, combined. For example, in a math course, all the lesson grades combined are worth 30% of the course grade.



# High School Graduation Requirements

	Minimum Track	Recommended Track	*Distinguished Track
English	<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>
Mathematics	<b>3 credits:</b> <ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry <i>or</i> Geometry Foundations</li> <li>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>Additional advanced math course</li> </ul>
Science	<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>
Social Studies / History	<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>
Physical Education	<b>1-2 credits</b>	<b>1-2 credits</b>	<b>1-2 credits</b>
Foreign Language	<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>
Fine Arts	<b>1 credit</b>	<b>1 credit</b>	<b>1 credit</b>
Speech Communications	<b>1/2 credit</b>	<b>1/2 credit</b>	<b>1/2 credit</b>
Health Education	<b>1/2 credit</b>	<b>1/2 credit</b>	<b>1/2 credit</b>
Bible	<b>1 credit</b>	<b>1 credit</b>	<b>1 credit</b>
Electives	<b>As needed to meet graduation requirements for the Minimum track</b>	<b>As needed to meet graduation requirements for the Recommended track</b>	<b>As needed to meet graduation requirements for the Distinguished track</b>
<b>Total Credits</b>	<b>24</b>	<b>24</b>	<b>26</b>

\*Students graduating on the Distinguished track must take the ACT, SAT, or CLT (college entrance exams).

## General Requirements

- CAA awards/records high school credits with the value of half ( $\frac{1}{2}$ ) or one (1). Credits with less than a half ( $\frac{1}{2}$ ) credit value are not awarded or recorded.
- All CAA high school students must take at least a half ( $\frac{1}{2}$ ) credit in Bible each year.
- CAA awards qualifying high schoolers a half ( $\frac{1}{2}$ ) credit of P.E. per school year. To earn the half ( $\frac{1}{2}$ ) credit, students should engage in physical activity for 30-45 minutes, four (4) days per week. CAA will record a "P" (Passing) on the report card and does not include the "P" in calculating the GPA.
- For students transferring to CAA from another high school or homeschool, 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. Students transferring in the 12<sup>th</sup> grade must take at least five (5) academic credits from CAA toward graduation.
- Coursework is only complete when a student has completed all required assignments in the course with an overall course grade of at least 70%. After the Authenticity Form is submitted, the work is reviewed by CAA staff and final grades are recorded. No credit is awarded until at least half ( $\frac{1}{2}$ ) of a one (1) credit course or all of a half ( $\frac{1}{2}$ ) credit course is completed.

## Dual Credit and External Curricula Requirements

- Any external courses taken for high school credit during enrollment must have prior approval from the Academy staff and be submitted with a detailed content description. This includes dual credit courses and any other external curricula courses. Additionally, students using external curricula must take at least two (2) internal curricula academic courses from CAA per grade level. The Academy Administration Fee will apply for each course taken that exceeds the maximum of six (6) credits covered by standard tuition.
- With prior approval, college level courses will be accepted for dual credits at the following rate: three (3) credit hours = one (1) high school credit. The Academy Administration Fee will apply for each course taken that exceeds the maximum of six (6) credits covered by standard tuition.
- Credits are not issued by CAA for non-traditional educational programs. This includes courses without assessments and vocational or apprenticeship experiences.

## Course Prerequisites

- Algebra I is a prerequisite for Geometry and Algebra II. Algebra II is a prerequisite for Precalculus.
- English I is a prerequisite for English II, English II is a prerequisite for English III, and English III is a prerequisite for English IV.

# High School Graduation Information

## College Entrance Exams / Classic Learning Test

Students graduating on the Distinguished track must take the ACT, SAT, or CLT (college entrance exams). These tests are 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 code (442-432).

## College Entrance and High School Transcripts

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.

When applying to a college/university, or for scholarships, it is common for an official high school transcript to be requested. For students who have not graduated yet, CAA provides two transcripts free of charge. For graduates needing transcripts, CAA provides two transcripts free of charge within one year of graduation. After the first year or for each additional transcript, there will be a processing fee. Unofficial transcripts may be sent to you, but official transcripts must be sent directly to the receiving school or mailed to you in a sealed envelope. If you would like to request a transcript, please email us at [administrator@christianacademyofamerica.com](mailto:administrator@christianacademyofamerica.com). Transcripts typically take one to two (1-2) weeks to process.

## Diploma Package and Graduation Accessories

A student is considered a CAA graduate once all 12<sup>th</sup> grade coursework is reviewed, confirmed to be completed, and the 12<sup>th</sup> grade report card is processed. The graduation date is the date listed on the report card. Upon completion of graduation requirements, a Diploma Package may be ordered on the CAA store (<https://www.chaoa.com/store/>). Please allow two (2) weeks from when you receive the 12<sup>th</sup> grade report card or order the diploma (whichever is later) for processing. CAA colors are navy and gray. Caps, gowns, announcements, and rings may be purchased on many online sites. Most will custom design according to your specifications.

# Frequently Asked Questions

**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 (<https://www.chaoa.com/wp-content/uploads/2022/12/CAA-Special-Accommodations.pdf>). Since CAA is not a state- or tax-funded school, there are some programs that we may not be able to provide.

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

**A.** Distance learning (homeschooling) is legal in every state. However, 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 website (<https://hsllda.org/>).

**Q. "Are nationally standardized achievement tests required?"**

**A.** Some states require 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-11th grade students every spring. There is no fee for testing.

**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. If we receive a records request from another school, we will assume that your student is transferring and will process a withdrawal. 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.