

HANDBOOK for Workbook Curriculum



**CHRISTIAN ACADEMY
— OF AMERICA —**

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



NAPS

National Association of Private Schools

Handbook for Workbook Curriculum

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Dear Parents:

Welcome to Christian Academy of America, a fully accredited, distance-based private school. 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 Training forms to you by email. Your responses on these two forms, "Getting Started" (Required Training #1) and "Workbook Procedures" (Required Training #2), will ensure that you have successfully started your journey with CAA. Required Training #1 should come to your email soon after receiving your materials, and Required Training #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. Check and organize your materials. If anything is missing, you must notify the Academy office within ten (10) days of receiving the curriculum.** Claims made after ten (10) days will incur replacement and shipping fees. There may be items on backorder. If so, your invoice will have a notation of “To Follow”.
 - Check the workbooks. (Compare them with the packing slip and the Master Record Sheet.)
 - Make sure you received all the correct score keys and test keys. (Each workbook should have a corresponding score key. Each score key should have a Test Key in the center.) Score keys will not be listed on the packing slip. *Note: In some cases, if you have a LifePac course, you may have a Teacher's Guide instead of score keys.*
 - Check for any additional reference materials, such as reference books and CDs. (Compare them with the packing slip.)
- 2. Mark your calendar with your next tuition due date and all report due dates.** An invoice marked “PAID” is included with each shipment of materials and will list both a recommended and a required due date for your next tuition installment. Meeting the recommended date will enable your student to receive the next shipment of work in a timely manner to complete the school year within a standard nine-month time frame. Your report due dates (for the First-Month Report, Mid-Year Report, and End-Year Report) are on the Quick-Start Guide and applicable report checklist(s).
- 3. Establish a quiet work area for your student that is free of distractions.** A comfortable, quiet, well-lit, and distraction-free work area is beneficial for a successful school year. 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, whether siblings, T.V., radio, computer, video game, smartphone, or any other electronic device. Once you note potential distractions, do your best to eliminate them.
- 4. Establish a scoring area in a separate place from the work area.** It should be a counter or table that is away from the work area or in a different room and visited only with parent/supervisor permission and supervision. This area should be free of distractions and have only the score keys and a red ink scoring pen (see Scoring Procedures, p. 7).
- 5. Remove the Final Test from the center of each workbook** before issuing the workbook to your student. Students should not view a test until sitting down to take it.

- 6. Remove the Test Key from the center of each Score Key before allowing your student access to the Score Key to score daily work.** 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. If you leave the Test Key in the Score Key, your student will have access to all the test answers when scoring their daily work, and their final test grade will not be an accurate reflection of their level of mastery.

In some cases, for courses that have a Teacher's Guide, the Test Key is in the Teacher's Guide. Test keys contained in the Teacher's Guide should not be removed. Students in the 9th-12th grade levels who are taking Physical Science, Chemistry, or Physics may have workbooks that contain Activity Pacs. When issuing these workbooks, remove the Activity Pac from the center and give it to your student with the corresponding workbook.

- 7. Issue the first workbook (lowest number) in each subject to your student. Do not issue more than one workbook per subject at a time.** Completing the workbooks in numerical order is a requirement of the Academy to achieve success in this program. Each workbook builds on the material covered in previous workbooks. Therefore, they must be completed one at a time and in numerical order. This mode of education is called mastery-based learning and is designed to ensure that students comprehend each concept that is taught before proceeding to the next concept. Issuing only the first workbook and then each subsequent workbook individually prevents the student from completing workbooks out of order and struggling because of skipped concepts.

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.

- 8. Establish an annual school year calendar.** A normal school year is considered to be 180 days (36 weeks), or 90 days per semester. CAA allows families the flexibility of scheduling their school year around family events, holidays, and other circumstances. However, 180 days of attendance is required by law in most states. A school year calendar will help you stay organized, focused, and on target to complete the school year in a timely manner.

The two most important dates to be noted on your school calendar are the Start Date and the End-Year Report due 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. 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

Each workbook typically takes one and a half (1.5) to three (3) 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.

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

- 9. Establish a daily schedule of academic activities.** 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 reduce stress.

Be sure to include regular breaks in your schedule. These are times when students are not required to concentrate on schoolwork and their brain is allowed to relax. Generally, students need a ten-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.

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.

Goal Card Example

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						

Daily Procedures

1. **All coursework should be completed in pencil.** This allows your student to correct wrong answers and rescore his/her work as outlined in the Scoring Procedures (p. 7).
2. **All workbooks must be entirely completed.**
 - In lower elementary workbooks, any letter, number, or word that is gray or dotted should be traced by the student. For example:



- **Memory verses should be completed in the workbooks and must be completed on the Final Test to receive full points for that test.** 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.

All CAA students must complete a minimum of one Bible course per grade level.

3. **Look over your student's assignments daily - including checkups and self-tests - to make sure they are completed correctly and on time.** Parental interest and involvement in a student's schoolwork can improve academic performance. Take time to ask your student about their assignments and new things they have learned. Be sure to do this each day to ensure that the Academy procedures are being followed and your student has a successful school year.

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".



Scoring Procedures

1. Using the score keys in the scoring area, **students (grades 3-12) should score their own coursework each day** with your permission and supervision. This not only saves you time but also increases your student's 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 answered incorrectly, but also *why* it was incorrect.

Score keys and test keys are CAA property. Please do not mark or write in them.

2. **All answers should be checked each day.** Some workbooks have a "Score Strip" (usually at the bottom of the page). The following steps should be followed each time your student encounters this. The score strip has a checkbox for each step and should be marked complete with a checkmark or an "X" as the student finishes the step. (Some workbooks may not have score strips. In this case, scoring procedures should be followed when the work scheduled for that day is completed.)

Score Strip Example

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

3. Students should use a red pen to mark incorrect answers with an X. If an answer is correct, no mark is necessary. **Students should not be allowed to take a pencil to the scoring area.** Marking wrong answers in a color different than the student's daily work (which should be completed in pencil) not only allows the student to easily find and correct incorrect answers, it also helps you to see at a glance if they are struggling with a concept.
4. Immediately after marking incorrect answers, students should return to their coursework area and correct all incorrect answers. **Each day's assignments are not considered complete until incorrect answers have been corrected.**
5. **After correcting wrong answers, students should rescore their corrected coursework.** Rescoring involves going back to the scoring area after corrections have been made and checking to see that the answers are now correct. (Answers are correct when they reflect the answer given in the Score Key.) Once an answer is complete and correct, your student should circle the red "X" with the red pen. This makes it easy to see at a glance when incorrect answers have been corrected.

**These scoring procedures do *not* apply to final tests.
Students should *never* score, correct, or rescore answers on the Final Test.**

Checkup Procedures

Each workbook typically has 2-3 checkups (quizzes). The score received on a Checkup is not averaged into your student's final grade. Its purpose is to measure your student's understanding of the material presented prior to the Checkup.

Checkup

"Borrow" and subtract.

(1) $\begin{array}{r} 625 \\ - 94 \\ \hline \end{array}$	(2) $\begin{array}{r} 436 \\ - 72 \\ \hline \end{array}$	(3) $\begin{array}{r} 558 \\ - 74 \\ \hline \end{array}$	(4) $\begin{array}{r} 765 \\ - 92 \\ \hline \end{array}$	(5) $\begin{array}{r} 536 \\ - 94 \\ \hline \end{array}$	(6) $\begin{array}{r} 275 \\ - 83 \\ \hline \end{array}$
(7) $\begin{array}{r} 646 \\ - 95 \\ \hline \end{array}$	(8) $\begin{array}{r} 535 \\ - 42 \\ \hline \end{array}$	(9) $\begin{array}{r} 486 \\ - 92 \\ \hline \end{array}$	(10) $\begin{array}{r} 782 \\ - 92 \\ \hline \end{array}$	(11) $\begin{array}{r} 427 \\ - 44 \\ \hline \end{array}$	(12) $\begin{array}{r} 543 \\ - 82 \\ \hline \end{array}$

1. **Students must have parent/supervisor permission BEFORE taking each Checkup.** This allows you to check for any issues in the previous coursework (e.g. sections of the workbook that were left blank, etc.) to ensure that your student is ready for the Checkup.
2. **In order to be effective, checkups should be taken only after all questions on previous pages have been completed, scored, corrected, and rescored.** Be sure to check the workbook before your student takes the Checkup so you can catch potential problems before he/she completes the entire workbook.

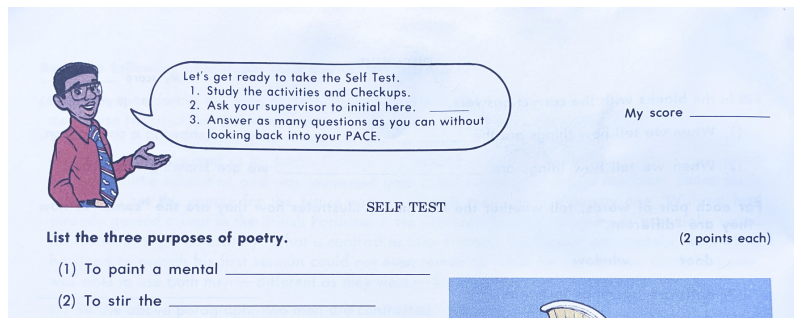
Once the Checkup is started, do not allow your student to look back in the workbook for answers until the Checkup is **completed and scored**.

3. **After the Checkup is completed and scored, students may look back in the workbook to find correct answers.** Following this procedure carefully will result in greater retention of the material learned.

For each workbook, repeat the above steps until the Self-Test is reached.

Self-Test Procedures

The Self-Test is an important tool for determining if your student is ready to take the Final Test. It indicates which areas of the workbook need more attention and how much time should be allotted for study prior to taking the Final Test.



1. **Before permitting your student to take the Self-Test, make sure that the entire workbook is complete up to the Self-Test and has been scored properly.** Checking the workbook before your student takes the Self-Test is an opportunity to spot any struggles in their work. If there are problem areas, your student should review those portions of the workbook, concentrating on the checkups and vocabulary. When you feel they are ready, give them permission to take the Self-Test.

Once the Self-Test is started, **do not allow your student to look back in the workbook until the Self-Test is completed and scored.** Following this procedure carefully is an essential part of the CAA workbook program. The Self-Test prepares your student for the Final Test and helps you to assess their mastery of the concepts being taught.

2. After the Self-Test is completed and scored, students may look back in the workbook to find correct answers. Next, they should spend some time reviewing the workbook, paying special attention to concepts missed on the Self-Test. This will improve their Final Test scores and keep retake attempts to a minimum.

It is your responsibility to make sure your student has mastered the concepts being taught. The Self-Test is an opportunity to spot weak areas or learning gaps and will help you know if your student is ready to take the Final Test or if they need further study before doing so. Looking back at the results of checkups and the Self-Test and questioning your student on the corrected material from the Self-Test will give you the feedback necessary to make an accurate determination.

3. When satisfied that your student is ready for the Final Test, secure the workbook and Score Key in your possession. On the following morning, the Final Test should be administered. **Workbooks must be entirely completed and scored before tests are taken.**

Final Test Procedures

Final Test grades are recorded and submitted on the Master Record Sheet, which is used to average your student's grades in each subject for the annual report card. Therefore, final tests are perceived as the greatest indicators of your student's learning in this program. It is imperative to follow procedures exactly as given when administering the Final Test.

Final Test
Found in
center of
workbook



Test Key
Found in
center of
Score Key



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 your student to have access to the workbook or Score Key** or leave the testing area until the test has been completed. (Students should never have access to the Test Key.) **Do not assist during the test** or allow the student to reference other books, websites, or notes. The exception to this is the Geometry Handbook that students complete from the center of their workbook.

2. When your student completes the test, grade it immediately and privately, using the Test Key. **Do not grade the test in the presence of your student.** Grading the Final Test the day it is taken informs you what procedure should be followed next. Grading in private creates the environment necessary for accuracy and academic integrity.

Be sure to use pen when you grade the test. Marking wrong answers in a color different than your student's work (which should be completed in pencil) provides clarity both for you and for CAA staff who review the tests.

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.

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. **If your student scores less than 80% on a Final Test, do not allow them to proceed to the next workbook.** Instead, the Final Test and relevant areas of the checkups and Self-Test should be erased (or covered with whiteout or correction tape) and your student should rework applicable portions of the workbook.

This approach applies mastery-based learning and is designed to ensure that students comprehend each concept that is taught before proceeding to the next concept. Remind your student that repetition is an important element of learning, and use some of the study techniques provided in this handbook (p. 16) to help them grasp challenging concepts.

4. After review, your student may retake the Final Test. **The highest recorded retest score should be 80%.** After the test is retaken and meets the 80% passing threshold, incorrect answers should not be corrected.
5. **Immediately after grading the Final Test, record the test or retest score on the front of the test and on the Master Record Sheet.** (See example on next page.) Do not wait until you are sending in your Mid-Year or End-Year Report. This will give you a quick, overall view of your student's progress and help you stay organized. Then, review the test results with your student. Praise them for their successes and challenge them repeatedly to do their best. **Students should not correct answers on the Final Test.** Keep the tests and any work done on separate paper to return with the Master Record Sheet to the Academy office.

Master Record Sheet Instructions & Example

Record each final test grade under the correct workbook number. (Subjects/courses may vary.) Overall course grades are averaged in the column on the far right. (This is optional, as grades will be averaged by CAA staff when your student's work is checked in.) If your student is starting midway through the school year, this will be noted accordingly.

The Master Record Sheet is a triplicate form with a white copy, pink copy, and yellow copy. **Copies should not be removed until they are needed for a required report.** You should only write on the top (white) copy. When your student finishes the first semester of work, you will send the pink copy with the Mid-Year Report, and when they finish the second semester, you will send the yellow copy with the End-Year Report. **Always keep the top (white) copy for your personal records.** (See next page for detailed instructions for Required Reports.)

The lower portion of the Master Record Sheet (not pictured) includes a record of attendance, parent signature and date (for each semester), and a spot to indicate if your address has changed. **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.

School Year 23/24 Grade 6 Beginning Date 9/5/23 Ending Date 5/17/24

MASTER RECORD SHEET

Account Name Smith Account Number 34567

Student Name		Academic Advisor													
<u>John Smith</u>		<u>Mr. Pulaski</u>													
Subject	Test Scores						First Term Avg.	Test Scores						Second Term Avg.	Final Grade
	1	2	3	4	5	6		7	8	9	10	11	12		
MATH	# 106 87%	# 62 90.5%	# 63 85%	# 64 86%	# 65 87.5%	# 66 82%	86	# 67 86%	# 68 90.5%	# 69 85%	# 70 93%	# 71 91%	# 72 89%	89	88
ENGLISH	#	#	#	#	#	#		#	#	#	#	#	#		
WORD BUILDING	#	#	#	#	#	#		#	#	#	#	#	#		
LITERATURE AND CREATIVE WRITING	#	#	#	#	#	#		#	#	#	#	#	#		
SCIENCE	#	#	#	#	#	#		#	#	#	#	#	#		
SOCIAL STUDIES	#	#	#	#	#	#		#	#	#	#	#	#		
BIBLE	#	#	#	#	#	#		#	#	#	#	#	#		

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 (white) 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 or discard 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/grade level 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

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

For the End-Year Report, please also complete and submit the **Authenticity Form** (grades 3-12) found on the CAA Resource Center (password - 777) or by scanning the QR code on the next page.

ATTENTION! Shipping Required Reports

- All forms must be completed and signed.
- **Use a shipping method with a tracking number.** CAA is not responsible for lost work.
- **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.

Return your reports by mail to:
Christian Academy of America
1426 Clay Hill Rd.
Billings, MO 65610

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



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 request that you use a shipping method with a tracking number**, and we recommend also paying for 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 - 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 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/) 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.

If you are unsure about your tuition rate or have questions about rates listed on the Payment Center, please contact us before submitting payment. If you have multiple students enrolled with us, younger students are eligible to receive a discount on tuition. (Your oldest student will pay full rate.) To receive this discount, tuition must be paid over the phone or for both students in the same transaction on the Payment Center. **Discounts are not applied to tuition that has already been submitted on the Payment Center.**

Refund Policy

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

1. If withdrawn before curriculum is sent, 90% of tuition 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 and curriculum is returned unopened within ten (10) days of receipt, 50% of the last tuition payment minus shipping charges will be refunded upon request. Please allow ten (10) business days from when we receive your return of the unopened curriculum for the refund to process.
3. Registration, reenrollment, and reactivation fees are non-refundable.

Due to our low tuition rates, accreditation and license fees, and other miscellaneous costs for each student, we do not offer additional refunds beyond what is outlined in this policy.

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.
- Students 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.

What is Plagiarism¹

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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General Policies

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.

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.

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 – 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. Keep in mind that using AI (artificial intelligence) to generate content is a form of plagiarism.

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.

Verification of Coursework

CAA 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.

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. When required reports are checked in by CAA staff, incomplete/missing work or incorrect grading may result in grade reductions. 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.

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:

- Failure of the student to make satisfactory academic progress:
 - Lack of documentation (completed assignments) to show satisfactory progress
 - Lack of compliance with CAA policies and procedures
- Failure of the parent/supervisor to abide by the Parent Agreement:
 - Tuition payment that is past due
 - Lack of communication after repeated attempts by CAA to establish contact
 - Failure to comply with the Parent Agreement and CAA policies
 - Failure to return the First-Month Report, Required Training #1, or Required Training #2 in a timely manner.

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.

High School Graduation Requirements

	Minimum Track	Recommended Track	*Distinguished Track
English	4 credits: • English I • English II • English III • English IV <i>or</i> CAA-approved alternate course	4 credits: • English I • English II • English III • English IV	4 credits: • English I • English II • English III • English IV
Mathematics	3 credits: • Algebra I • Geometry <i>or</i> Geometry Foundations • Additional math course	3 credits: • Algebra I • Geometry • Algebra II	4 credits: • Algebra I • Geometry • Algebra II • Additional advanced math course
Science	2 credits: • Biology • IPC, Physical Science, <i>or</i> other CAA-approved science course	3 credits: • Biology • IPC <i>or</i> Physical Science • Chemistry <i>or</i> Physics	4 credits: • Biology • IPC <i>or</i> Physical Science • Chemistry • Physics
Social Studies / History	4 credits: • World Geography (1 credit) • World History (1 credit) • U.S. History (1 credit) • U.S. Government (1/2 credit) • Economics (1/2 credit)	4 credits: • World Geography (1 credit) • World History (1 credit) • U.S. History (1 credit) • U.S. Government (1/2 credit) • Economics (1/2 credit)	4 credits: • World Geography (1 credit) • World History (1 credit) • U.S. History (1 credit) • U.S. Government (1/2 credit) • Economics (1/2 credit)
Physical Education	1-2 credits	1-2 credits	1-2 credits
Foreign Language		2 credits in the same language	3 credits in the same language <i>or</i> 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).

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 12th grade must take at least five (5) academic credits from CAA toward graduation.
- ONLINE PROGRAM: 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.
- WORKBOOK PROGRAM: 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 70%. After the final tests, Authenticity Form, and CAA materials are received in the Academy office, 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 pre-requisite for Geometry and Algebra II. Algebra II is a prerequisite for Precalculus.
- 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 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, www.collegeboard.com, or 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

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 Transcripts

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. 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 12th grade coursework is reviewed, confirmed to be completed, and the 12th 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. Please allow two (2) weeks from when you receive the 12th 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. "Where can I find the Biology labs?"

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

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. 18).

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. "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. "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. "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).

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.

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.

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