



Student/Parent Handbook: Download Version

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Contact Hours

August-May: Monday – Thursday -10 AM – 5 PM Fridays 10 AM-2 PM

June-August: Monday – Thursday 10 AM – 5 PM Closed on Fridays

Please note: although CEA offers a "year-round" program, we have scheduled vacation times and online closure dates, published well in advance. Make note of the times students will not be able to access classes, contact teachers or be able to have work graded.

CEA is officially closed for the events and holidays on the dates listed below. **The Events in RED signify the Apex system will be down, and students do NOT have access to classes.** All other dates indicate students have access, but teachers will not be available for grading or email communication.

Labor Day Weekend

First Monday in September

Thanksgiving Week

Last week of November

Christmas Break

December 20th – January 5th

Spring Break

3rd week of March

Memorial Day Weekend

Last Monday of May

Summer Break

July 1st- July 15th

Table of Contents

Who we Are.....	p.1-4
History and Overview	p.1
Mission, Goals, Purpose	p.1
Educational Philosophy	p.1
Student Goals: What Do We Want Our Students to be?	p.2
Statement of Faith	p.2
Our Teachers	p.2
Student Body	p.3
Our Services	p.3
More than Academics	p.4
Professional Affiliations/Accreditations	p.4
Admissions/Enrollment/Registration.....	p.5-6
Admissions	p.5
Enrollment Eligibility	p.5
Year-Round Enrollment	p.5
Registration	p.6
Transferring Students	p.6
Previous School Records	p.6
Initial Assessments	p.6
Orientation	p.6
Financial Requirements.....	p. 7
Overview of Agreements	p.7
Cost Breakdown	p.7
Payments/Refunds	p.7
Academic Policies.....	p.8-12
Curriculum Options	p.8
How Our Curriculum Works	p.9
Diploma Options	p.9
Choosing Courses	p.9
Course Requirements	p.10
Dual Enrollment vs. Advanced Placement Courses	p.10
Florida Graduation Requirements	p.11
Remediation	p.11
Grading Policies/Scale	p.12
Standardized Testing, PSAT, SAT & ACT	p.12
Transcripts, Progress Reports, and Report Cards	p.12
Transcript Release	p.12
Involvement & Expectations.....	p.13-
15	
Parent Involvement and Expectations	p.13
Student Involvement and Expectations	p.14
Teacher Involvement and Expectations	p.15
Student Conduct/Behavior.....	p. 16
Attendance/Tuancy	p.16
Student/Parent Conferences	p.16
Integrity Policies	p.16
Dismissal Policies	p.16
State and Accreditation Requirements.....	p.17-18
Health and Immunization	p.17
Confidentiality	p.17
Providing a Safe Digital Learning Environment	p.17
Student Records/Orbund	p.17
Yearly Surveys	p.18
Legal Contracts	p.18



Who We Are.....

History and Overview

With over 30 years of experience in education, training, and teaching, the owners founded a company to provide a high-quality, accredited, digital learning program to parents and students worldwide who are seeking educational alternatives. CEA is now fully accredited by AdvancED, and uses the award-winning Apex Learning curriculum, to best serve our diverse population. Today, middle and high school students can acquire a high-quality education with the flexibility to learn anywhere, anytime, all online.

Mission and Purpose

Our mission at CEA is to provide quality online education that is personalized and customized to students' individual needs. We strive to maintain a relationship between academic excellence and the dynamics of Christian life, with the highest quality educational materials, while remaining grounded in Christian Values and beliefs. We strive for excellence in all areas of the academic process, and hold our students and teachers to the highest academic standards. *We believe education is a lifelong process, one that requires freedom and creativity, and that allows for individuality.* Our purpose is to help our students achieve academic success, graduate, and pursue the post-secondary college or career of their choice. CEA's primary goal is to mentor students using a whole-person approach, providing students with the resources they need to excel in Christian character and in activities which give back to their communities.

Christian Educators Academy is an accredited private online school, where students can earn an accredited high school diploma - anywhere, anytime, all online. Digital learning can strengthen a student's learning experience, while giving them the freedom of control over time, place, and pace.

Personalized	As a small school with low student-to-teacher ratios, teachers are able to take time to know every student: their goals, dreams and ambitions, as well as their academic needs.
Customized	Students can enroll anytime of the year and take up to 6 courses per contract term.
Specialized	CEA works individually with students and parents to develop a 3-5 year graduation plan, with over 90 courses to choose from, and three diploma options.
Accepted	CEA is fully accredited by AdvancED. This means our diplomas and transcripts are transferable, and accepted by all colleges nationwide.
Affordable	Our prices are reasonable, competitive, and inclusive.
Excellence	CEA uses award winning, nationally accepted, college preparatory curriculum with core, honors, and AP courses. This curriculum meets our needs for high standards in course content and selection, as well as providing a pathway to success for all students.

Educational Philosophy

We believe that the ultimate purpose of education is to help each student prepare themselves to meet their life's purpose and to be a successful member of society and their community. To accomplish this, students must be given access to the best digital educational materials available, access to highly qualified teachers and staff, and access to the resources and tools they need to excel academically. The goal of education is to equip students with the skills they need to be successful at institutions of higher learning or a career. Beyond excellent academic skills, CEA seeks to develop students in multiple domains of life, as part of its whole-life approach to education. CEA's goal is to help its students develop socially, think critically, develop self-awareness and self-management, and find ways to give back to the community. Students need to actively understand the world they live in, to embrace rather than reject it, and

to find ways to constructively add value to it. CEA promotes an approach that is open, understanding, confident and proactive, rather than reactionary or based on avoidance, withdrawal and denial.

Student Goals: What Do We Want Our Students to Be?

- ◇ Adaptable, able to advocate for themselves
- ◇ People of integrity, honesty, respect, and Godly character
- ◇ Accountable and responsible
- ◇ Self-confident
- ◇ Independent
- ◇ Aware of their gifts and talents
- ◇ People who help others and give back to their community
- ◇ Life-long learners

Statement of Faith:

CEA is a non-denominational Christian school with straightforward beliefs, supported by Scripture. We ask parents to acknowledge our statement of faith, not necessarily agree with it. We do not require our families to adhere to any particular faith or doctrine; we welcome people from all backgrounds and faiths. We believe that responsibility for instruction in all matters of faith belongs strictly to the parents. We encourage our students to study the Scriptures, but we do not proselytize. CEA respects the individual beliefs of each of our families, and works with them to provide an education to their children that is consistent with their beliefs, but still meets the requirements for an accredited transcript.

- ◇ We believe that "All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work." (2 Tim 3:16)
- ◇ We believe that Scripture supports home education: "Listen, my son, to your father's instruction and do not forsake your mother's teaching." (Proverbs 1:8)
- ◇ We believe that man was created in the image of God, was deceived and fell into sin, and must be "born again" by believing in the name of the Son of God so that you may know that you have eternal life.
- ◇ We believe that the ministry of the Holy Spirit is to convict, indwell, guide, instruct, and empower the believer for godly living for service, and for the building of the Kingdom of God.
- ◇ We believe that if you "Train a child in the way he should go, when he is old he will not depart from it." (Proverbs 22:6)

Our Teachers

The teachers at CEA play an active role in the education process. All teachers have a significant role in decision making. Teachers have full authority for assessing and grading student work, and for deciding how to best support their students. The teachers possess the professional knowledge to lead students in instruction and academic success. All CEA teachers are Christians who uphold a high standard of integrity and respect for students. Our teachers mentor our students, and strive to develop personal relationships with them. CEA teachers take a whole-person approach to learning, and believe in training up each student to be a person of Godly character, who can think, reason, and give back to their local communities. The teacher is motivated to fulfill their responsibilities, understanding how important their role is to student success. In addition, CEA maintains high educational standards for all of its instructors. Each staff member shares CEA's educational vision and has a passion for teaching. CEA values each instructor as a vital part of our organization. Teachers augment our online curriculum by providing individual instruction in areas where needed, accommodating each student's individual learning style. All CEA teachers must meet AdvancED accreditation requirements.

CEA teachers must:

- ◇ Have earned a bachelor's degree from an accredited institution with a major or 24 semester-hours in their assigned field, that includes a minimum of 18 semester hours of professional education, *or*
- ◇ Have a bachelor's degree and at least 6 months of teaching experience, *or*
- ◇ Be certified as a teacher in any state, in the subject (or a subject closely related to) what they are teaching.

Most of our teachers exceed these expectations and bring diverse perspectives from different job and life experiences.

Student Body:

CEA welcomes families from all faiths and backgrounds. We announce our non-denominational statement of faith in order that those who choose our school clearly understand our point of view, vision, mission, and ethical standards. CEA's student-body comes from a diverse set of backgrounds. Some of our students/families include:

- ◇ Missionary families, military families, and U.S. citizens living overseas
- ◇ Students wanting a competitive edge, working for an Honors/AP diploma and transcript
- ◇ Students who are amateur or professional athletes, musicians, or performers
- ◇ Parents whose careers require them to move frequently
- ◇ Gifted students with special academic needs that are not met by traditional schools
- ◇ Students who want to take dual enrollment courses while completing their high school education
- ◇ Students who do not fit into traditional schools for academic, social, or other reasons
- ◇ Students who live in districts that do not meet national or state academic standards
- ◇ Students who are homeschooled and want to take courses to earn an accredited diploma
- ◇ Students seeking to incorporate Religious Studies as part of their high school experience
- ◇ Students who need flexibility to study at their own pace due to personal circumstances

Our Services

Christian Educators Academy offers fully accredited online curriculum, where students from all 50 states and US citizens living abroad can earn an accredited online high school diploma through digital learning. CEA provides quality online education, with a personalized, customized graduation plan. CEA uses a high quality, college preparatory online curriculum developed by certified teachers. The curriculum is aligned to state and national standards, and has been fully recognized and accredited by AdvancED. As a Christian School run by Christian teachers and staff, we make it our goal to provide excellent digital teaching through digital curriculum, teacher support and limited tutoring, and academic counseling to each student.

We do this by providing:

- ◇ Full College Preparatory curriculum meeting accreditation standards
- ◇ Year-round enrollment, flexible coursework, students work and learn at their own pace
- ◇ Accredited diploma choice
- ◇ Initial assessments
- ◇ Skype interviews and evaluations
- ◇ Standardized testing and SAT/ACT Preparation
- ◇ 3-5 year career/ academic planning, career and college counseling
- ◇ State approved record keeping and accredited transcripts
- ◇ Dual Enrollment opportunities
- ◇ Credit Recovery Courses
- ◇ Assistance with Bright Futures Scholarship awards
- ◇ Letters of recommendation for colleges and employment

CEA provides a full range of comprehensive guidance services, including individual counseling referrals, personal, career and college counseling and guidance, course selection assistance, and collaborative community outreach. CEA works individually with each student to develop their own educational plan. This plan starts with the student's long-term vocational interests, goals, dreams and personal strengths, and allows the student to customize the curriculum to those needs and goals.

The purpose of a **3-5 year educational plan** is to help students excel academically. Although the plan is primarily academic, it also includes objectives for personal development and community service. Recognizing the fact that goals evolve over time, students are asked to re-evaluate their plan at least once each year. By helping students to see the direct connection between their academic efforts and their life-long goals, we give students a sense of ownership and responsibility for their education, which helps them to be motivated to consistently put forth their best effort.

More than Academics: Outside Electives and Community Service

While taking online courses will help give students a more competitive edge, academics are not the only considerations for college preparation or college admission. Students need to be well-rounded, active in the community, demonstrate leadership ability, and excel in various extra-curricular activities. We encourage students to add many outside electives, including dance, music, organized sports, professional training, Bible, and mission credits. Counselor, supervisor, or teacher recommendations supporting a student's candidacy are very helpful, as long as they are specific in describing student attributes. That is why CEA takes the whole-person approach to learning, and teachers aim to get to know each student personally. Special talents or athletic abilities may assist with admissions, and may attract scholarship money. These non-academic factors should be presented in a thoughtful and organized manner to maximize their effectiveness.

Christian Educators Academy encourages students to become more actively involved in their community. In addition, the State of Florida requires students to complete a minimum of 100 hours of community service prior to graduating. **All Community Service Projects must be done on a volunteer basis.** To earn credit for community service, students must have a supervisor complete an evaluation form, noting the type of service performed, number of hours completed, and quality of service performed. The evaluation must be signed by the supervisor overseeing the student. Honors track students must write a 250 word essay on their experience. This essay should include a detailed description of the student's responsibilities, as well as their observations and what they learned from the experience.

Professional Affiliations and Accreditations

Christian Educators Academy is officially registered with the State of Florida as an accredited private school. Our school code is 3425 under FLDOE. All students enrolled full-time in our school are considered **PRIVATE SCHOOL STUDENTS**, and must meet Florida State standards. CEA is accredited through AdvancED and the Northwest Accreditation Commission, one of the six regional accreditation agencies recognized by the U.S. Department of Education (USDE). The mission of the AdvancED/Northwest Accreditation Commission is to advance excellence in education through the educational process of distance learning and online schools. AdvancED is acknowledged by ALL other accreditation associations, and all of the commissions on colleges and universities. Christian Educators has also been long standing members with the Association of Christian Schools International.



Admissions, Enrollment, Registration...

Admissions

We take pleasure in knowing each and every student, and in developing a personal relationship with each of our families; therefore, we have a **limited enrollment** policy. We are a small online school, providing one-on-one support, giving personal attention to each family. We adhere to a non-discriminatory admissions policy, such that we do not discriminate against applicants, students or anyone else, on the basis of race, color, national or ethnic origin or religion. Prior to accepting a new student, we require that students and their parents read our Statement of Faith, and consent to our policies by signing legal contract agreements. In addition, all incoming parents must have a phone interview with the Admissions Director, and students will have a Skype interview, to ensure that they are academically ready for CEA and that the school has the resources available to meet their particular needs. The Admissions Director may require assessment tests to determine the prospective student's readiness or class placement, and has the final decision as to whether a student may be admitted to the school.

Enrollment Eligibility

In order to ensure that students are prepared to enroll in CEA's digital program, we use a number of assessment criteria to determine eligibility. These can include review of report cards and or transcripts from other state-certified or regionally-accredited schools, as well as assessment and diagnostic tests. **THESE TESTS ARE GIVEN AT THE DISCRETION OF THE DIRECTOR.** We also maintain the right to require pre-requisites for many of our courses, for both full-time and part-time students. In addition, prior to enrolling, students must agree to the following:

- ◇ Students must be willing to set personal academic goals and have an initial Skype date with an administrator.
- ◇ Students must be willing to be accountable for all expectations set forth by CEA and its teachers.
- ◇ Students must accept responsibility for their study habits and schedules.
- ◇ Students must have a computer with access to the internet, and a printer with scanning capabilities
- ◇ Students must be able to have access to a Skype account and a Gmail account for teacher contact.
- ◇ Students must be willing to take at minimum of 1 credit in Religious Studies or ethics to graduate.
- ◇ Students must take grade-level courses for credit.
- ◇ Students must agree to meet the Florida Department of Education and AdvancED graduation requirements.
- ◇ Students must sign and agree to the CEA Integrity Policy and the student expectations.
- ◇ Students must take a minimum of 25% of their graduating courses with CEA to graduate.

Year-Round Enrollment

CEA offers year-round enrollment for **full-time students**. This open-enrollment policy allows students to start classes anytime, as long as they finish within one calendar year. For full-time status, students must take and complete a minimum of four courses annually. All full-time students become Florida Private School Students. CEA accepts students in grades 5-12. Students must **complete a minimum of 6 credits with CEA to graduate** with our AdvancED accredited diploma.

Full-time students who are enrolled for a semester must complete their course work within 6 months. CEA allows student access to APEX classes 24 hours a day, 7 days each week with the exception of our four **scheduled closure weeks: December 20th through January 5th and July 1st through July 15th.**

Part-time students may take a maximum of 2 courses per year. They may complete a semester (18-20 weeks) at any time during the school year, except during our scheduled vacation times listed above. All completed course records will be sent by mail to the students' primary school upon completion. No partial grades are given. Part-time students may take individual courses, summer school courses, or honors courses upon request and teacher agreement.

Registration

Prior to beginning online course instruction, all prospective students and their families must go through a registration process. CEA uses both an online registration form as well as a PDF document registration packet, these are available online and through advertising requests for information. The purpose of this process is to ensure that students and their families fully understand and agree with CEA's mission, policies, and standards prior to enrolling; that CEA has all the documents and records required by the state of Florida for an enrolled student; and that a proper course of education has been agreed to between the student, their families, and the director and staff of CEA. One staff member becomes the student's mentor within the first few weeks. All teachers are in continuous contact with student to develop ongoing relationships for success in digital learning. In addition, all parents and other guardians are added to Apex as "coaches." This allows parents to review work, and receive weekly email updates on student progress and grades. Initial registrations must be completed using our online form listed on christianeducatorsacademy.com or our secondary website, highschool-online.com. Before a student's registration is complete, however, all required documentation, and a signed contract agreement must be received at the registration office.

Registration Requirements include:

- ◇ Completed basic registration form and course selection
- ◇ Copy of transcripts/report card or Signed Release of Records Form
- ◇ Copy of student's legal birth certificate
- ◇ Copy of student's health records or Certification of Immunization or Immunization Waiver
- ◇ Signed Contract Agreement, download available online
- ◇ Signed financial commitments and agreement
- ◇ Recent picture for our student files

Transferring Credits into CEA

CEA accept students from all 50 states and worldwide. CEA transfers credits (with passing grades) from any private or public high school or college that is accredited by a recognized agency. All full-time students become Florida Private School students earning accredited transcripts. CEA credits have been transferred to other public and private institutions without question. Although we are regionally accredited by AdvancED, we cannot guarantee that other public or private high schools will accept our diploma and transcripts. Private and public schools have the right to deny other schools credits, or require End of Course exams prior to admittance. Although schools have never denied our credits, EOC's have been required in math. It is the responsibility of the parents/guardians to check the policies of any institutions they may choose to transfer their child to prior to enrolling with CEA.

Previous School Records

Prior to registering full-time students, parents must sign a release which allows CEA to obtain official copies of the student's previous school records and high school transcripts. This is included in our formal contract. CEA will accept most credits from any state-certified or regionally accredited school. The director holds the right to determine the number of credits accepted, as well as the grades given. Grades must meet our grading scale. Credit for students coming from a homeschool environment are granted on the basis of portfolio assessments and/or examinations which demonstrate the student's knowledge and skill level.

Initial Assessments

CEA has developed diagnostic tools for students in all grades which evaluate logic and reasoning skills, reading/comprehension skills, language usage ability, composition skills and mathematical ability. Assessments and diagnostics may be required for entrance into online classes, as determined by the Curriculum Director. All students entering 9th grade wanting to take honors classes must complete a math and English honors assessment designed by the teacher.

Orientation

During the admissions process, parents should discuss detailed personal information about their child with the administrator. Tentative class scheduling will be selected. After admissions documents and payments have been received, all students will participate in a Skype interview with one of the directors. During this process, students will be introduced to the school, learn the expectations, share their personal goals and dreams, and discuss any strengths or weaknesses. This is the time for students to ask questions, talk about the academic courses they will be taking, and choose outside electives. During the course of the interview, CEA's goal is to assess a student's individual personality, study habits, and desire to complete digital courses.



Financial Requirements/Agreements

Overview of Agreements

- ◇ Full-time students can take up to 6 courses per enrollment, per year or per semester, for one price.
- ◇ Students can choose a Gradpoint elective for **one** of their six courses.
- ◇ Students can substitute one course for another on Apex or Gradpoint for no additional cost.
- ◇ Students can enroll and start courses at any time.
- ◇ Full-time, year-round students have up to one year to complete courses.
- ◇ Semester/Single Course students have 6 months to complete their courses.
- ◇ Full-year and semester tuition include a non-refundable \$200 registration fee.
- ◇ The year or semester starts when a student logs into the system for the first time.
- ◇ Full payment is due at time of enrollment unless an installment plan is chosen.
- ◇ **Once a student logs into the system and begins classes, all payments are non-refundable.**
- ◇ Make sure our curriculum works for you before log-in! Try the demo classes on our websites.

Cost Breakdown

Year-round Tuition: (2 semesters, 6 courses)

3rd-8th grade:	\$1600
9th-12th grade College Preparatory Track:	\$2200
9th-12th grade Honors/AP Track:	\$2500

Full Year Installment Plan (\$200 extra): \$800 down + 6 monthly payments

One Semester Tuition, Up to 6 courses: (Must complete semester in 18-20 weeks)

3rd-8th grade:	\$ 900
9th-12th grade College Preparatory Track:	\$1400
9th-12th grade Honors/AP Track:	\$1600

Semester Installment Plan (\$100 extra): \$500 down + 4 monthly installments.

Single Course Rates, 1 Semester: (This is for part-time students only, maximum 2 courses a year)

3rd-8th grade:	\$175
9th-12th grade College Preparatory Track:	\$225
9th-12th grade Honors/AP Track:	\$275

Payments/Refunds

Once a student logs on to CEA's online system, all fees are non-refundable. **All tuition payments are made on the basis of a contract which is legally binding.** CEA reserves the right to use collection agencies to collect any unpaid fees if payment agreements are not kept. If students have NOT logged on to CEA's online system, we will refund all fees except for the \$200 registration fee. Students may, however, change or drop a course for no additional fee. If our curriculum is not working for your child, we have other online curricular choices we can offer at NO additional charge to you. CEA requires a tuition agreement contract for any family who needs financial arrangements. (See enrollment package for all contracts and cost breakdowns)

CEA Academic Policies...

Curriculum Options

CEA offers Advanced Placement, Honors, College Preparatory, and Literary Advantage courses through our APEX curriculum for high school students. While APEX Learning is our primary curriculum, we also use GRADPOINT by Pearson for various levels of learning and many elective courses. Both curriculum providers are approved by our accreditation, and meet state and national standards of learning for acceptance in colleges and universities nationwide. Both sources have professional technicians and educational professionals constantly updating materials and adding new courses to meet best practices for online learning and college preparatory requirements. Both use an asynchronous method of delivering course content. Both are mastery-based learning programs, with a focus on the learning experience. The curriculum is designed to support academic success for all students, from those not prepared for grade-level academic challenges to those capable of accelerating their learning.

As a Christian School, we have the flexibility to add electives from outside sources, as well as substitute selected science lessons to accommodate individual beliefs. Although we encourage students to follow a college preparatory plan for college readiness, if your child finds any material offensive or controversial toward their values, we allow students to substitute a particular lesson for an essay to incorporate individual beliefs.

Classes are delivered online with text, colorful images, student interactive activities, video demonstrations, and other internet materials. Student's complete lessons online at their own pace, yet have access to teachers through email, Skype, and other online tools. All lessons are graded by our highly skilled Christian teachers. Teachers grade and answer questions within a 1-2 day time frame, Monday-Friday only. Students should always email their teachers first, not the Director. Students should only email or call the director if a teacher has not responded within the designated response times.

How Our Curriculum Works

All Apex Learning courses provide students with a calendar outline and course instruction for resources and requirements. The schedule assists students in keeping on track to complete semester work within 18-20 weeks, a traditional school schedule. **CEA requires students to complete one semester of work in each course, within a maximum time-frame of five months, to meet Florida state attendance requirements.** With Apex Learning instruction, immediate grade feedback is given, so that students can set milestones for completing work in advance, and monitor themselves to know if they are keeping on track. We offer "flex" time, and will adjust dates for students in case of illness, travel, sports events, or personal needs, as long as each semester is completed within 5 months.

Students can complete work at their own pace, but must be mindful of meeting attendance and course hour requirements. Usually, each semester long course requires approximately 35-60 hours of work, including reading, taking notes, completing unit assignments and taking all exams. Honors classes usually require more hours per semester. Please understand **students MUST complete a minimum of 35 hours in each course to receive credit for the class. If they do not meet this requirement, students will be required to have ALL Computer Scored Tests (CST) and Teacher Scored Tests (TST) proctored for proof of mastery. These test grades will override all other quizzes in the Unit.**

CEA maintains a strict policy that all material requiring instructor grading will be graded within 1-2 days (Monday-Friday), from the time of the student's submission, in order that students can complete their work in a timely fashion. Most student work is generally returned within a day of submission. The only exception to this are scheduled holidays and vacation times, which can be found on our website. Students and parents are sent reminders of these scheduled breaks by email, through Apex announcements, and the monthly newsletter.

CEA follows the Apex Learning criteria for course completion. Teachers have the discretion to substitute lessons or change assignments to meet individual student needs, as long as 80% of the course is maintained. Students must take a proctored final each semester before grades are issued in the core subjects of English, math, history and science. Students are eligible to move to the 2nd semester of the course **ONLY** after the 1st semester work and a semester grade has been issued.

Gradpoint by Pearson is an easy-to-use, cost-effective online learning solution that helps students in grades 6-12 develop the skills they need to succeed in high school. GradPoint gives students the flexibility to work with smaller units that require mastery-based learning. The colorful, graphic program employs higher thinking and logic skills. As with Apex, CEA requires students to complete one semester of work in each course, within a maximum time-frame of five months, to meet state attendance requirements. For high school, GradPoint delivers courses that incorporate a variety of learning styles, including video, interactive activities, immediate feedback, and assessments. Teachers are more mentors with this curriculum, but students have access via email, and other media for continual support and guidance. Teachers email students weekly regarding progress, instruction, and additional course material. It is used for high school remediation courses.

With both Gradpoint and Apex Learning, CEA institutes a variety of methods to ensure that students are working and that all work submitted is their own. With the Apex Learning, a monitoring and tracking system records the actual amount of time a student logs in and spends on a particular lesson, quiz, or test. Administrators are able to see if a student is just taking quizzes without completing the lesson. These safeguards are reviewed by the director, and investigated whether there was relevant activity by the student. All teachers constantly monitor student's work for consistency as well as progress and academic success. One of the concerns of teachers and administrators with an online program is whether the student is actually doing his/her own work. In some ways, our teachers find that with the Apex Learning curriculum, this an easier assessment over regular classroom or traditional learning environments. Because teachers develop one-on-one, personal relationships with each student, they become very familiar with a student's style of writing. Since students inevitably have more detailed written assignments than in the traditional classroom in many subjects, patterns and style are clearly evident. In a classroom or online, the teacher vigilantly look for plagiarism issues.

Diploma Options

All full-time students will receive a Florida State accredited diploma upon completion of high school. Because we have students in all 50 states and abroad, **we only offer a formal ceremony in Florida if 10 or more graduates are willing to participate**. Our ceremonies are usually held at the end of May for all graduates.

◇ **Diploma Option 1:**

The **Honors/Advanced Placement Track, Academic Diploma** is designed to give students a competitive edge, and is for students planning to apply to a four year college or university. Students who choose this diploma should maintain a 3.5 grade point average, score above the national average on the SAT in all portions of the exam, and take a minimum of 8 honors or AP courses prior to graduating. In addition, it is highly recommended that students take at least one AP course or a dual enrollment course, and complete three years in a world language, as this is required by some colleges.

◇ **Diploma Option 2:**

The **College Preparatory Track, Academic Diploma** is a competitive diploma for college-bound students and for students planning to enter the Armed Forces. Students who choose this diploma must take all College Preparatory courses, should maintain a 3.0 grade point average, and are required to complete the SAT or ACT exam, or take our Standardized Test in 12th grade.

◇ **Diploma Option 3:**

Christian Educators Academy also offers a **Standard Academic Diploma**. This is for the student who wants to start work immediately after graduation or for students who may want to attend a career or technical college. Students must take 6 or more courses in career training, or career electives, and pass courses with a 2.0 GPA or higher. Students may take Literary Advantage and foundational courses.

Choosing Courses

Depending on the academic history, diploma choice, and accomplishments from the previous grades, the administration will work together with students and parents to collaborate and develop a personalized graduation plan. The purpose of this educational plan is to help the student prepare for their college or career choice. As students begin high school, we encourage them to have a plan. What are the student's goals and dreams? What are their unique talents and gifts? Who are they, and who do they want to be? What areas do they want to develop in the next 3-5 years? How will they develop those areas? We endeavor to help students make these things a part of their 3-5 year graduation plan. **(This plan is mailed to students upon registration)**

Course Requirements

All Gradpoint and Apex courses must be completed in their entirety. It is recommended that students complete one unit every 3 weeks or finish one semester within 18-20 weeks. Students are required to spend a minimum time of 35 hours per semester long course in actual classroom work, going through the lessons to meet course requirements. These hours are clearly documented by the Apex and Gradpoint programs. Honors courses require more hours per semester. Time spent on each lesson is monitored carefully by the administrator and weekly updates are emailed to the parents.

Dual Enrollment vs. Advanced Placement Courses

Christian Educators encourages and highly recommends dual enrollment for high school students. Dual enrollment allows a student to take a course that simultaneously provides credit for both high school and college. Even though we offer many AP courses, we recommend Dual Enrollment instead of taking an AP course for credit for several reasons. To receive AP credit, a student must take an AP course and take the Collegeboard AP Exam. Students CANNOT GET AP CREDIT WITHOUT THIS EXAM, OR COMPLETION OF THE ENTIRE COURSE. If a student fails the exam, an AP credit cannot be awarded. Many colleges require scores of a 4 or 5 on the AP Exam in addition to a good grade in the AP course.

Acceptance of AP credits as a college credit is not a guarantee, whereas, a dual enrollment credit always provides both the high school credit and college credit. The student also has a college transcript for all courses completed. Dual Enrollment courses are available through local community colleges or some online colleges. Students with dual enrollment credits have an advantage when applying to universities. Students are required to be working toward a College Preparatory Diploma, with a minimum of 5 honors courses, and maintaining a 3.0 average before enrolling in a Dual Enrollment Program. All courses must be approved by the Curriculum Director.



Florida Graduation Requirements: 2014-2015 school year.

Subject Area	Honors/ Advanced Placement Diploma 24-28 credits	College Preparatory Diploma 22-24 credits	CEA Standard Diploma minimum of 21 credits
English	4-5 credits , with major concentration in composition, reading, and literature	4 credits , with major concentration in composition and literature, including critical reading	4 credits , with major concentration in Critical reading/writing skills
Mathematics	4-5 credits , one credit must be Algebra 1, Geometry, Algebra 2, Pre-Calculus, or College readiness math	4 credits , one credit must be Algebra 1, Geometry, Algebra 2, Pre-Calculus, or College readiness math or business Math, or liberal arts math	4 credits , Algebra 1, or Algebra 1A, Algebra 1B, Geometry, Algebra 2 or college readiness math. One additional credit in business Math/financial literacy or liberal arts math.
Science	4-5 credits in Science, two of which must have a lab component including Biology, Physics and Chemistry.	3 credits in Science, two of which must have a lab component and one of which must be Biology.	3 credits in Science, one which must have a lab component and one of which must be Biology.
Social Studies	1 credit World History 1-2 credits US History .5 credit US Govt. .5 credit Economics .5 credit Cultural Geography	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics .5 credit Cultural Geography	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics
World Language	2-3 credits in the same language or demonstrated proficiency in a language	2 credits in the same language or demonstrated proficiency in a language	Not Required
Fine/Performing Arts	1-2 credits in Fine or Performing Arts, Speech and Debate, or Practical Arts	1 credit in Fine or Performing Arts, Speech and Debate, or Practical Arts	.5 credits Art or Music history
Physical Education	1 credit in Physical Education	1 credit in Physical Education	Not Required
Health	.5 credits Health I, Health II, or HOPE	.5 credits Health I, Health II, or HOPE	.5 credits Health I, Health II, or HOPE
Community Service	100 hours, and .5 credits in College and Career prep	100 hours, and .5 credits in College and Career prep	Not Required
Computer Literacy	.5 credits Computer App	.5 credits in Computer App	.5 credits in Computer App
Majors, Minors, or Electives, including 1 full credit in Religious studies	5-8 credits. Must take SAT or ACT prep Course and TEST, scoring 480 or above in all areas	3-5 credits. Must complete EXIT exam, SAT or ACT test, scoring 480 or above in all areas	1-3 credits. Must take SAT, or ACT, or Standardized test for Exit exam
Grade Point Average Additional req.	Cumulative non-weighted GPA of 3.5. 8 courses must be AP/Dual Enrollment or Honors	Cumulative non-weighted GPA of 2.5 or above , 3.0 for Bright Futures	Grade Point Average Requirements, must be 2.0 or above.

Remediation

Students receiving lower than a 70 must repeat the course or semester. Students transferring into CEA with failed grades may be required to take remedial classes as well. We offer remedial classes through Gradpoint and Apex, depending on the type of course needed. Typically, remedial classes are designed so that students can move more quickly through material they have already mastered, allowing more time to focus on areas needing extra study and attention. Students must complete courses as directed.

Grading Policy/Scale

At the high school level, one of our teachers must review and grade all work submitted. Although we transfer in passing grades (68-100) from other private and public schools. We adhere to the Florida Department of Education grading scale:

A+ = 100-97, A = 96-94, A- = 93-90 = B+ = 89-87, B = 86-84, B- = 83-80, C+ = 79-77, C = 76-74, C- = 73-70, D = 68-69
A+ = 4.0, A = 3.75, A- = 3.50, B+ = 3.25, B = 3.0, B- = 2.75, C+ = 2.50, C = 2.25, C- = 2.0, D+ = 1.0

Honors/AP Grading Scale (weighted grading)

A+ = 100-97, A = 96-94, A- = 93-90 = B+ = 89-87, B = 86-84, B- = 83-80, C+ = 79-77, C = 76-74, C- = 73-70
A+ = 5.0, A = 4.75, A- = 3.50, B+ = 4.25, B = 4.0, B- = 3.75, C+ = 3.50: no grade below a C+ is accepted

Standardized Testing, PSAT, SAT, and ACT

To meet state and accreditation standards, we offer free standardized testing each year for 5th, 8th and 10th grade students. These standardized multiple-choice assessments help educators nationwide determine student achievement. CEA requires all graduates to take the SAT or ACT exam, or elect to take the Terra Nova 12th grade Standardized TEST as an exit exam. This is one way that CEA graduates meets national standards of learning. **Please note that CEA requires students to take a formal standardized test to graduate.**

PSAT's are important because they can qualify a student to receive scholarships that may provide full tuition, room & board, financing for graduate school, stipends to study abroad, and more. They may also identify a student as a National Merit Scholar, placing him or her in the top 1% of all students, which makes him or her attractive to the top colleges and qualifying him or her for additional scholarships. CEA requires 10th grade students to take the PSAT as a "readiness" test for college exams. Students who do not register must take the Terra Nova or Stafford Achievement Test.

SAT's are the most widely recognized and accepted assessment tool, required by virtually all colleges and universities. Students generally take the SAT in their Junior and Senior years. The SAT assesses a student's reasoning, based on knowledge and skills developed by the student's school coursework. One third of the new SAT includes composition, or writing skills. Students can take this test more than once. Register online for the PSAT or SAT tests at: www.collegeboard.org.

The ACT is becoming one of the most widely accepted college entrance exams – across the nation. This test assesses students' general educational development, and their ability to complete college-level work. This test is a multiple-choice test which covers four basic skill areas: English, mathematics, reading and science. The writing test measures skills in planning and essay-writing. Register for the ACT test at: www.ACT.org.

Christian Educators Academy

College Board ETS Code is 10231

Transcripts, Progress Reports, and Report Cards

CEA only issues grades for semester work. Weekly reports are sent to parents via email from the Apex system. Official progress reports are mailed in October and March. After completing a minimum of 18 weeks, or the Apex Learning or Gradpoint semester course assigned work, transcripts are issued for work completed for students in high school, and official report cards for students in middle school. Work not finished will be reported as INC (incomplete).

Transcript Release

Transcripts are released for work completed at CEA at the end of each year or when a student has completed all courses assigned. If a student withdraws prior to graduation, or is dismissed from the school for any reason, parents may request a transcript be forwarded to another private or public school via email, fax, or mail. These transcripts will only be issued for students whose records are complete, and for whom all payments have been made in full. An unofficial copy of the transcript will be forwarded to the parents. **Only credits earned with Christian Educators Academy will be forwarded to another private or public high school.**



Involvement and Expectations

Parent Involvement

Parents play a key role at CEA. Their primary role is to ensure that their children are receiving a quality education, and meeting all student expectations. Parents are valuable to the educational experience because they understand their own children and can significantly influence student behaviors such as time management and study habits, and provide for their personal safety and general welfare. Parents are responsible for taking part in their children's educational process by participating in the decision making process.

Parents who model honesty, integrity, responsibility and accountability, encourage their child to develop these necessary behaviors for online success. We ask parents to provide a home environment that supports digital learning, to set high expectations for their children, to communicate regularly with teachers and the administration, and to address situations that can be detrimental to the educational process. CEA is dedicated to working with parents as a valuable resource to the success of our academic process.

Parent Expectations

- ◇ Parents are required to [send in all documents and payment agreements prior to course start dates](#). This includes the birth certificate, immunization records, previous school records, the contract agreements and any I.E.P. or learning challenges a student may have.
- ◇ Parents must [be aware of all student and teacher expectations](#) to understand how the CEA online programs work.
- ◇ Parents are expected to [read the weekly email reports](#), and help your child meet the expectations to be successful with online classes. A video is provided to help understand them.
- ◇ Parents should [review the assignment calendar](#) with their child weekly. Calendar dates help your child stay on track to complete all work on schedule. We recommend that students complete the first semester work in all assigned courses within 3-5 months.
- ◇ Parents are required to [review the integrity policy](#) with their child and understand CEA's consequences: especially regarding the issues on plagiarism or cheating of any kind, including Googling answers to quizzes.
- ◇ Parents should be aware of and follow school calendar dates, business hours.
- ◇ Parents need to understand teacher response times and why a child may be locked out of assignments.
- ◇ Parents are required to contact the Director if a student is going to miss more than 10 consecutive days of work.
- ◇ Parents are [responsible for making sure state attendance requirements are upheld](#). Students must be online a minimum of 180 days a year, or a minimum of 1-3 days each week in every course assigned.
- ◇ Parents are required to respond to emails or phone calls from the Director as soon as possible.
- ◇ Parents should [review all newsletters for important updates](#) about CEA.
- ◇ Parents are required to contact the Director immediately for [any changes in enrollment status](#).

Student Involvement

The student plays the most important role in the online educational process. Although the role is that of a recipient, students should be encouraged to make good decisions for future goals and plans. We strongly suggest students stay in regular contact with all teachers and the Director, establishing positive relationships. By giving students opportunity to be part of the decision-making process, they become a central part of their success. Empowering students with shared decision making and input increases their responsibility and commitment to their own learning. Successful students learn to be independent, responsible, and gain the skills needed to be productive and viable part of their community.

Student Expectations

Prior to receiving your Apex ID and Password, all students will have a Skype date with a CEA administrator to cover the following expectations in detail. **Students are required to:**

- ◇ Have a computer with internet, a printer with scanning capabilities
- ◇ Open a Skype account or have access.
- ◇ Open a Gmail account or have Microsoft Word.
- ◇ Run the Apex systems check *before* logging in the first time under the assigned Apex login.
- ◇ **Complete the training videos** in the Apex Help section and send the certification to ceamrsz@gmail.com **before any classes are assigned.**
- ◇ Read each teacher profile on Apex, Email each teacher and introduce yourself *before* starting classes.
- ◇ **Keep all emails and attachments sent to a teacher**, or the Director for one school year.
- ◇ **Log into each active course and complete assignments a minimum of 1-3 days each week.**
- ◇ **Spend a minimum 18-20 hours EACH week** completing class work (more for honors students).
- ◇ Download calendar for weekly schedules.
- ◇ Complete all assignments listed on the calendar within the week they have been assigned.
- ◇ Complete each semester within 3-5 months.
- ◇ Spend a minimum of 35 hours of course time to complete a each semester in most courses.
- ◇ **Complete ALL work in order** (including written work) **NO SKIPPING assignments!**
- ◇ Complete all written work completed **BEFORE** requesting unlocks for unit tests.
- ◇ **Give teachers 1-2 days, Monday through Friday** to respond to email requests.
- ◇ Contact the Director or Assistant Director by phone or email, if you do not hear from your teacher within 2 days.
- ◇ Ask a teacher for tutoring help **BEFORE** taking a unit test.
- ◇ **Email teachers if you are locked out of a class because of a failed quiz or test.**
- ◇ Teachers will move you forward or complete unlocks every day. See a list of each teacher's office hours on Apex.
- ◇ **Complete any revisions assigned within 3-5 days.**
- ◇ **NOT ASK for a zero: WE DO NOT GIVE ZEROS FOR UNFINISHED WORK.**
- ◇ Take semester finals in core subjects with each teacher via Skype.
- ◇ **Direct all questions, unlocks, or requests for help to your classroom teacher FIRST** by email.
- ◇ Be respectful of teacher hours and CEA scheduled holiday and vacation times.
- ◇ Sign an agreement regarding expectations and the integrity pledge.

Teacher Involvement

CEA teachers play an interactive role in the education process. All teachers are empowered as stakeholders at CEA. All teachers post their hours and times available, noted in the Apex or Gradpoint teacher profiles. The teachers are expected to possess the professional knowledge to lead students in instruction and academic success. In addition to serving in an instructional role, our Christian teachers can be mentors, supervisors, counselors, and community leaders. The motivational factor for teachers is the impact their role plays in producing individuals who are an asset to the community they live in. CEA teachers support the "whole person" approach to education. Digital learning is more than academics. Teachers encourage students to be Christian leaders, people who can think, reason and give back to their local communities.

Teacher Expectations:

- ◇ Each student will receive a [personal Skype date with one of CEA's administrators prior to starting classes](#). This will ensure that students have a personal contact and know what is expected of them for success.
- ◇ Each teacher will send a welcome note with course information to students when they begin the course. This will include individual teacher requirements, how students are to complete their work and how it must be sent for grading, when and how to receive additional help, personal work hours, Skype availability, etc...
- ◇ All teachers are required to establish a profile on Apex, including teacher work hours and contact information.
- ◇ [All teachers are expected to respond to students within 1 day, Monday-Friday. Teachers will UNLOCK unit tests](#), move them forward from a failed assignment or acknowledge receipt of a written assignment.
- ◇ CEA will [provide Apex weekly reports](#) generated to parents on student progress and current grades.
- ◇ CEA will send [email reports or written reports if students are critically far behind](#) on a monthly basis.
- ◇ Teachers will send individual personal emails to students who are falling behind on a monthly basis, and offer time-management ideas and help in any way.
- ◇ CEA will generate a [written progress report quarterly](#) and semester transcripts will be mailed.
- ◇ Each teacher will interact via Skype, social media, and email to develop personal relationships with each student.
- ◇ Teachers will [provide academic support](#) and guidance for struggling students through various teaching tools.
- ◇ CEA [administrators are always available to answer questions by phone](#) during business hours.
- ◇ CEA administrators will provide [continual guidance support and graduation plans](#) for each student.



Student Conduct/Behavior

Attendance/Tuancy

Although CEA students are free to complete their lessons at the places and times most convenient for them, Florida state attendance requirements of work completion, and online activity still apply.

Students must complete at least 18-20 hours of work per week, or be actively working in each courses 1-3 days a week, unless special arrangements have been made with the Director.

If students do not log on within 2 weeks, the Director will contact the parents and the students by email. If parents do not contact the Director, or students are still not meeting attendance requirements, a letter will be forwarded by mail noting CEA dismissal policies. Since CEA is a non-traditional school program with off-campus students, inquiries of truancy, DMV verifications, DCF complaints or other state officer inquiries may occur. The CEA director will provide letters of verification and proof of attendance: students actively logging in and completing assignments. To comply with labor laws, parents and students may request student ID cards from CEA, which display the school name and contact information as well as the student's name and identification number.

Student/Parent Conferences

CEA provides comprehensive guidance services, including individual counseling referrals; personal, career and college counseling and guidance; course selection assistance; and collaborative community outreach. Parents should talk with the Director by phone as the need arises. The purpose of these conferences is to review progress, plans and concerns, as well as methodology and curriculum. When we have evidence that students are having difficulty staying on track, or suspect there may be issues with cheating or other integrity violations, parents will be notified by email or by phone to discuss a plan of action. Students are required to participate in yearly Skype conferences to express their desires and concerns, and to develop their graduation plan. **Additional Skype or phone conferences may be required for students who are not meeting the expectations, or students failing to uphold CEA's integrity policies.**

Integrity Polices

CEA strives to develop honesty, integrity, respect and Godly character in our students. According the Christian philosophy of Christian Educators Academy and Scriptural principles in the Word of God, we are committed to maintaining the highest quality of personal, professional and ethical conduct. We place special emphasis of academy integrity, **which is a commitment to the fundamental Christian values of honesty, truthfulness, trust, fairness, respect and responsibility.** The most powerful motive for academic integrity and truthfulness comes from a person's desire to imitate God's nature in their life. Students are required to read and sign an integrity pledge, and acknowledge the infractions of this important policy. ([See Appendix A for complete details](#))

Dismissal Policies

According to state and accreditation regulations, CEA has the right to dismiss any student, without a refund, if any of the following conditions occur:

- ◇ Failure to have scheduled conferences regarding behavioral issues.
- ◇ Failure to uphold any standard noted in CEA's Integrity Policy and/or continual infraction of the policy.
- ◇ Misrepresenting CEA in any way, to the public, or to other students/families.
- ◇ Failure to keep financial agreements.
- ◇ Failure to meet student expectations.
- ◇ Failure to meet attendance requirements.
- ◇ Failure to meet academic standards, including maintaining a 2.0 average in all subjects.

Accredited by



State and Accreditation Requirements

Health and Immunization

Parents/guardians will be expected to provide verification of immunizations or a religious waiver signed by a licensed physician. Students moving to Florida and enrolling in our Florida based private school must obtain an “entry health exam” prior to enrollment. Florida State Law requires all FLORIDA students in public and private schools to provide CEA with a copy of an immunization from the Health Department on file 30 days after enrollment.

Confidentiality

We uphold the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting our students and family’s privacy and maintaining confidentiality. Personal information we hold about parents and students is kept strictly confidential. Except where required by law, we only disclose personal information to third parties with parent’s consent. We do not disclose names and addresses to third parties. See <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for family rights.

Providing a Safe Digital Learning Environment

It is the intent of the Christian Educators Academy Administration to provide all students with an equitable opportunity to learn in the safest of environments. "Cyberbullying" is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission, vision and ethics of the school to educate our students and disrupts the operations of the learning environment. Any incidents of these behaviors must be addressed to ensure student safety and an inclusive learning environment. The School administration does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission, vision, purpose and ethics of Christian Educators Academy . Spammers, hackers, and identity thieves lurk in the corners of the World Wide Web, waiting to grab unsuspecting users’ personal information. Teachers and staff must do all they can to ensure the privacy of students and staff. **CEA's Gmail, websites, record keeping systems and Facebook accounts are secure and safe.**

File Requirements/Orbund

Per accreditation requirements, CEA maintains all pertinent records, including student information, health forms, attendance, grades, report cards, PE verification forms and a sampling of work including all tests and scores. We recommend two passport pictures of each student. All information is kept in a confidential file at the business office, according to the standards set forth by the Florida State Board of Education. All records are kept electronically, with a back-up secured system. The Director and Administrator are the only ones with access to all personal records. Complete confidentiality is maintained. Christian Educators uses an **online grading/record system** called **ORBUND**. We keep all students grades on line to provide parents immediate access to transcripts, grades, communication to teachers, and upcoming events and news. Each parent and student is assigned a unique username and password allowing them access to the information they are privileged to see.

Yearly Surveys

Our accreditation agency requires Christian Educators Academy to provide yearly surveys to parents, teachers and students to participate in yearly surveys. Participation is vital to the professional development, future curriculum providers, student needs, and the overall continued success as a digital school. These surveys are usually held in March. The confidential online survey helps us assess how we do with communication, course materials, and teacher/administrative responses.

Legal Contracts

Parent(s)/Legal Guardian(s) understand that students enrolled in the Christian Educators Academy will become full- time PRIVATE SCHOOL STUDENTS COMPLETING DIGITAL LEARNING, and are under the Florida State Board of Education guidelines for all graduation requirements. Students must meet these standards to take courses and graduate with CEA. (See [Appendix C for complete legal agreements](#)) The Christian Educators Academy is a mission based organization that relies solely on tuition from its school to support the online program and curriculum selections. We do not accept government funding or government sponsored grants. Non-compliance with the tuition policy [payment schedule] listed below will limit the student’s ability to complete course and credit requirements. We cannot issue report cards, progress reports, transcripts, or diplomas to another institution or to families until all balances are paid in full. (See enrollment package for all contracts and cost breakdowns)



