

# Home Teacher Materials Overview



## --- Introduction ---

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This section gives additional information about Abeka Academy policies and procedures to help you with grading, recording, and submitting your student's

work in the **accredited program**. Please read all of the following information.

## --- General Information ---

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### Course Requirements

1. For academic credit to be granted, students must complete all courses in which they are enrolled.
2. Permission to change the enrollment (switching from Accredited to Independent Study) must be received from our office. Please contact us if you have any questions regarding your student's enrollment.
3. **You must receive approval from Abeka Academy to drop a course** (only available in grades 9–12). Request must be made within thirty days of your assigned begin date for no academic penalty. **Courses dropped after thirty days or without approval will receive a "withdrawn failing" grade.**
4. **Bible is a required course.** Grades will not be issued in other courses unless Bible work is received for that grading period.

5. **The Authorized King James Version is used for all Bible courses and verse memorization.**

### Projects

Please note the following regarding projects:

- **Follow all instructions** for projects. If you do the work as described, the project will move smoothly and efficiently.
- **Full credit can be given** only if the project meets the guidelines from the Daily Guides. Any project amendments must be cleared *in advance* with the Abeka Academy office.
- **Students living outside** the 50 United States may omit the science project and may alter the bibliography requirements of other research papers if necessary.
- **Students taking only second semester** courses may omit the science project.

## --- Getting Started ---

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### Responsibilities of the Home Teacher

For the school year to run smoothly, it is important that you read the introductory information and follow the instructions in the Daily Guides. At the end of each quarter, you will need to **organize and mail** your student's Progress Reports. (See Academic Calendar at [AbekaAcademy.org](http://AbekaAcademy.org).)

### Student Schedule

You and your student may arrange the order of classes as you prefer. We have found the order listed below to be best for most students.

- |            |                       |
|------------|-----------------------|
| 1. Bible   | 4. Science            |
| 2. Math    | 5. History            |
| 3. English | 6. Physical Education |

To avoid lengthening the school day, have your student do his homework at the end of the day rather than after each class.

You may want to **preview the first day's video lesson** and watch the first two weeks of lessons with your students to become familiar with the procedures the video teachers use and to ensure that your student is developing correct study habits.

**Remember that students must watch all the video lessons for each course and that students may not complete a grade in less than six months. Abeka Academy will not issue credit if these guidelines are not followed.**

## Written Assignments

Require neat, legible work from your student. Have him recopy any page that is poorly written or has too many corrections. Do not accept messy reports or essays.

Please have your student follow these procedures:

- **Write in ink** except for math.
- **When a mistake is made**, neatly draw a line through it and rewrite the word. Do not write over a mistake to correct it. Mathematics mistakes may be erased and rewritten.
- **Write** book reports, compositions, essays, etc., in your own words.
  - Teach him that material quoted or copied from other sources must be in quotation marks and properly referenced: otherwise, it is plagiarism. **Your student's grade will be lowered if the work is plagiarized.**
- **Handwrite all tests and papers** under 500 words in length. Papers 500 words or longer may be typed.

## Study Tips

The video lessons are most beneficial when your student participates with the class in all oral work.

Encourage your student to use the video class review, the textbook, and his class notes to prepare for tests. Do not use test questions or paraphrasing of test questions to guide his test preparation.

Suggestions for reviewing with your student:

- **Call out terms or definitions;** have your student give the corresponding facts.
- **Read the rules or definitions** from the book, omitting a key word or phrase; have your student supply the missing words.
- **Have your student prepare** drill cards with a question on one side and the answer on the other. Use these to call out or show him the question; he gives the answer.
- **Read a grammar rule** to him (in English class) and have him give a sentence example for the rule.
- **Develop practice problems** or exercises that reinforce the course skills.

## ... Grading Policies ...

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### Administering Quizzes and Tests

Quizzes are important for three reasons:

1. to evaluate mastery of recent material,
2. to determine whether your student is understanding his work and reading, and
3. to effectively motivate your student to learn.

For all mathematics courses, have your student show his work on all quizzes, tests, and exams. Attach any extra, used worksheets to tests and exams. **Any problem that requires computation must have work shown to illustrate the student's understanding of the process, even if the student could solve the problem mentally. If work is not shown, points will be deducted.**

Be sure to administer all pages of a test, front and back. When your student has finished a test, check for incomplete sections on the tests. It is the student's responsibility to complete all pages of each test and exam.

### Handling Testing Materials

Quizzes, tests, and answer keys are to be opened, administered, and stored only by you. They should not be left where your student will have access to them. **Students may not use the video manuals to plan their work.** Keep all quizzes and tests in a locked location.

A student who cheats robs himself of a good education, and a home teacher who allows tests or answer keys to be available to a student does great harm to the student's character.

Because it is of the utmost importance to teach our students to be absolutely honest, follow these guidelines in giving a quiz, a test, or an exam.

- **Read the instructions** in the front of the instructional manuals.
- **Remove the quizzes, tests, and exams** from the book before the student takes them.
- **Closely supervise** all testing periods. Do not leave your student alone with his materials.
- **Be sure all course materials** are out of sight while the student takes the test. **Open-book tests are not allowed.**
- **Do not** help your student with answers or procedures on any quiz or test. If he needs any assistance at all, it should be only to explain the directions if he does not understand them. His work must be his own.
- **Quizzes, tests, and exams** cannot be retaken. If you think your student is not prepared, give extra help before the exam is taken.

## Grading

When grading student work, please remember the following:

- **Grade** quizzes, tests, and exams, using the point values given in the Daily Guides or teacher keys. Graded **original** tests and exams (not copies) must be sent to the Abeka Academy office with the Progress Report.
- **Write the numerical grade** on the top of the test page and on the Progress Report before sending it to Abeka Academy.
- **If you have a question** on one of your student's answers, put a question mark instead of a grade on the Progress Report. On the test, make a note of your question.
- **Subtract 1 point** for each spelling error, up to a maximum of 5 points for all quizzes and tests except spelling tests.

## Grading Scale

A+	98–100	B	83–86	C-	70–72
A	93–97	B-	80–82	D+	67–69
A-	90–92	C+	77–79	D	60–66
B+	87–89	C	73–76	F	0–59

## Progress Reports

Two sets of Progress Reports are included in this appendix. They provide a convenient way for you to organize the grades and material that you must send to our office. The Progress Report must be sent to Abeka Academy as soon as the grading period is completed. (See Academic Calendar at [AbekaAcademy.org](http://AbekaAcademy.org) for expected schedule.)

The Home Teacher's Progress Reports are included for your records. If for some reason Abeka Academy does not receive the Progress Report, your copies will

be the only record of the student's work. It is imperative that you take the following precautions:

- **Enter all grades on both sets of Progress Reports** before mailing the report.
- **Promptly mail Progress Reports** at the end of each grading period.
- **Keep all Home Teacher's Progress Reports** permanently.

**If these guidelines are not followed and work is not received, no grades or transcripts will be issued, and the student will be required to repeat the course.**

Quarterly Progress Reports should include the following items:

- Progress Report sheet with all information entered.
- All original exams and graded tests for the course.
- Any item which the Progress Report sheet directs to "check that this item is enclosed."

The following items are NOT sent with the Quarterly Progress Report sheet:

- Book reports
- Current Events
- Quizzes
- Maps

Please note the following:

- **Send a Progress Report** only when all items on the Progress Report have been completed. Do not include student work with DVD returns.
- **Include all items** requested on each Progress Report sheet, or the grade will be lowered accordingly.
- **Return DVDs** (if applicable) after all items on the final Progress Report have been completed. Full-year courses have three sets of DVDs.

Contact our office if a report card is not received within six weeks.

## ... Health Guidelines ...

### Tests

You will grade Tests 1, 2, 4, and 5 and send them to the Abeka Academy office. Record test grades on the appropriate Progress Report.






Quarter exams (Tests 3 and 6) are to be sent to the Abeka Academy office with the appropriate Progress Report to be graded.

# How Can We Help You?

## Contact Information

We are interested in helping your student successfully complete his work. Please let us know early if any problems are encountered. Enrollment, customer service, and grading agents are available to help with all your questions.

You may contact Abeka Academy by one of the following methods:

-  **ONLINE** [AbekaAcademy.org](http://AbekaAcademy.org)
-  **E-MAIL** [highschoolinfo@AbekaAcademy.org](mailto:highschoolinfo@AbekaAcademy.org)
-  **PHONE** U.S. and Canadian Inquiries 1-800-874-3592  
International Inquiries (850) 479-6585
-  **FAX** 24-Hour Fax 1-800-874-3593  
International Fax (850) 479-6549
-  **MAIL** Abeka Academy  
P.O. Box 17600  
Pensacola, FL 32522-7750  
U.S.A.

Physical Address (for Progress Reports and office correspondence only)  
240 Waveland  
Suite A  
Pensacola, FL 32503

**Accredited students send progress reports to the address below. Do not send with any DVD or book returns.  
Independent Study students should keep these reports for their own records.**



## Health Progress Report

**First Grading Period**  
Lessons 1-41  
571J

**Account No.**

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**Student ID No.**

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Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Abeka Academy  
P.O. Box 17600  
Pensacola, Florida 32522-7750

Check if the above is a change for     Shipping     Mailing     Billing     Phone

<p><b>Home Teacher:</b></p> <p>All student work sent to our office becomes the unconditional property of Abeka Academy and is not returned to you.</p> <p>Did you remember to:</p> <ul style="list-style-type: none"> <li>• Subtract the number of wrong points from 100?</li> <li>• Record numerical grades on lines?</li> <li>• Attach all tests to this report? (It is not necessary to send quizzes.)</li> <li>• Sign the video statement if you are able?</li> </ul> <p>* To be graded by the Abeka Academy office; please check (✓) that this item is enclosed.</p>	<b>QUIZZES</b>			<b>TESTS</b>		
	<b>LESSON</b>	<b>QUIZ</b>	<b>GRADE</b>	<b>LESSON</b>	<b>TEST</b>	<b>GRADE</b>
	3	1	_____	10	1	_____
7	2	_____	21	2	_____	
13	3	_____	<b>LESSON</b>	<b>EXAM*</b>	<b>CHECK (✓)</b>	
17	4	_____	41	3	( )	
24	5	_____	<b>READING QUIZZES</b>			
27	6	_____	<b>LESSON</b>	<b>QUIZ</b>	<b>GRADE</b>	
34	7	_____	5	A	_____	
39	8	_____	12	B	_____	
<p align="right">Lettered reading quizzes are located in Appendix A.</p>						

16

The student has watched the videos for the lessons covered by this Progress Report.

Student's signature \_\_\_\_\_

Home Teacher's signature \_\_\_\_\_

**You may check your student's grades online at [AbekaAcademy.org](http://AbekaAcademy.org).  
Official grades are on the report card mailed to the student.**

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## Home Teacher's Copy

# Health Progress Report

First Grading Period  
Lessons 1-41  
571J

**Account No.**

--	--	--	--	--	--	--	--	--	--

**Student ID No.**

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Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_

Country / ZIP Code \_\_\_\_\_

Phone Number \_\_\_\_\_

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	3	1	_____	10	1	_____
	7	2	_____	21	2	_____
	13	3	_____	<b>LESSON</b>	<b>EXAM*</b>	<b>CHECK (✓)</b>
	17	4	_____	41	3	( )
	24	5	_____	<b>READING QUIZZES</b>		
	27	6	_____	<b>LESSON</b>	<b>QUIZ</b>	<b>GRADE</b>
	34	7	_____	5	A	_____
	39	8	_____	12	B	_____
				23	C	_____
				30	D	_____
				36	E	_____
				Lettered reading quizzes are located in Appendix A.		

16

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## Health Progress Report

**Second** Grading Period  
Lessons 42–85  
572J

**Account No.**

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**Student ID No.**

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Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Phone Number \_\_\_\_\_

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P.O. Box 17600  
Pensacola, Florida 32522-7750

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	<b>LESSON</b>	<b>QUIZ</b>	<b>GRADE</b>	<b>LESSON</b>	<b>TEST</b>	<b>GRADE</b>
	44	9	_____	52	4	_____
	47	10	_____	71	5	_____
	55	11	_____	<b>LESSON</b>	<b>EXAM*</b>	<b>CHECK (✓)</b>
	59	12	_____	85	6	( )
	64	13	_____	<b>READING QUIZZES</b>		
	67	14	_____	<b>LESSON</b>	<b>QUIZ</b>	<b>GRADE</b>
	74	15	_____	45	F	_____
	79	16	_____	50	G	_____
				56	H	_____
				62	I	_____
				69	J	_____
				77	K	_____
				82	L	_____
				<p>Lettered reading quizzes are located in Appendix A.</p>		

16

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Lessons 42-85  
572J

**Account No.**

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**Student ID No.**

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Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

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	<b>LESSON</b>	<b>QUIZ</b>	<b>GRADE</b>	<b>LESSON</b>	<b>TEST</b>	<b>GRADE</b>
	44	9	_____	52	4	_____
	47	10	_____	71	5	_____
	55	11	_____	<b>LESSON</b>	<b>EXAM*</b>	<b>CHECK (✓)</b>
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	74	15	_____	45	F	_____
	79	16	_____	50	G	_____
				56	H	_____
				62	I	_____
				69	J	_____
				77	K	_____
				82	L	_____
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