

# 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, a student must complete all courses in which he is enrolled.
2. Requests to change the enrollment (switching from Accredited to Independent Study) must be processed by 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 **Courses dropped after thirty days or without approval will receive a "withdrawn failing" grade.**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. Because Abeka Academy's primary objective is to provide a distinctively Christian distance-learning education, **Bible is a required course**. Grades will not be issued in other courses unless Bible work is received for that grading period. The Authorized King James Version is used for all Bible courses and verse memorization.

## --- 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 in the front of this manual 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 [academy.abeka.com](http://academy.abeka.com).)

### 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 and optional elective |

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 student to become familiar with the procedures the video teachers use and to ensure that your student is developing correct study habits.

**Remember that your student must watch all the video lessons for each course and that he 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. Do not accept messy work. Have him recopy any work that is poorly written or has too many corrections. Write in ink. When a mistake is made, neatly draw a line through it and rewrite the word. Do not write over a mistake to correct it.

## --- Grading Policies ---

### Administering Quizzes and Exams

You are responsible for giving and grading the oral verse quizzes. Listen to the student recite the selected verse from memory. Check for accuracy using the Bible Memory Verse Passages List in Appendix A. Grade each verse quiz using the following scale.

- Student knows verse / passage.
  - No errors or hesitation..... A+ /100
  - Slight errors or hesitation.... A /95
- Student needs help.
  - Couple of small errors.....B /85
  - Several errors or hesitation...C /75
- Student is struggling.
  - Not sufficiently prepared..... D /65
- Student doesn't know verse / passage.
  - Not prepared at all..... F /59

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

### Handling Graded Materials

Quizzes, exams, 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.

**Student may not use the video manuals to plan his work.** Keep all quizzes and exams in a locked location.

A student who cheats robs himself of a good education, and a home teacher who allows quizzes, exams, 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 your student to be absolutely honest, follow these guidelines in giving a quiz or an exam.

- **Completely read the instructions** for Giving / Grading Quizzes and Exams in the front of this manual.
- **Remove the quizzes and exams** from the book before the student takes them.
- **Closely supervise** all assessment periods. Do not leave your student alone with his materials.
- **Be sure all course materials** are out of sight while the student takes the quiz or exam. **Open-book quizzes / exams are not allowed.**
- **Do not** help your student with answers or procedures on any quiz or exam. 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 and exams** cannot be retaken. If you think your student is not prepared, give extra help before the assessment is taken.

### Grading

When grading student work, please remember the following:

- **Grade quizzes and exams**, using the guidelines given in the front of this manual or teacher keys.
- **Graded original exams** (not copies) must be sent to the Abeka Academy office with the Progress Report.
- **Write the numerical grade** on the top of the exam 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 exam, make a note of your question.
- **Subtract 1 point** for each spelling error, up to 5 points for all quizzes and exams.

### 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 [academy.abeka.com](http://academy.abeka.com) 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.**

Progress Reports should include the following items:

- Progress Report sheet with all information entered.
- All original graded verse and content exams for the course.

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. Quizzes are NOT sent with the Progress Report sheet.

- **Return DVDs** (if applicable) as soon as 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. Final report cards and transcripts cannot be completed until all work and all DVDs (if applicable) are received.

# 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** [abeka.com/ContactInfo](http://abeka.com/ContactInfo)
-  **E-MAIL** [secondary@AbekaAcademy.org](mailto:secondary@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.**



## Home Teacher's Copy

# Hebrew History: Kings of Israel Progress Report

**Third** Grading Period  
Lessons 85 – 129  
403M

Account No.					

Student ID No.					

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

**Home Teacher:**  
 All student work sent to our office becomes the unconditional property of Abeka Academy and is not returned to you.  
 Did you remember to:  
 • Subtract the number of wrong points from 100?  
 • Record numerical grades on lines?  
 • Attach all graded content and verse exams to this report? (It is not necessary to send quizzes.)  
 • Sign the video statement if you are able?

BIBLE VERSE QUIZZES		
LESSON	QUIZ	GRADE
94	Romans 13:12-14	_____
99	Romans 14:11-13	_____
104	Galatians 2:19-21	_____
114	2 Timothy 3:1-5, 12	_____
119	1 John 2:15-17	_____
124	James 1:12-16	_____

BIBLE CONTENT QUIZZES		
LESSON	QUIZ	GRADE
99	6	_____
114	7	_____
124	8	_____

BIBLE EXAMS		
LESSON	EXAM	GRADE
128	Nine-Weeks (Quarter) Verse Exam	_____
129	Test 3 (Nine- Weeks/Quarter Content Exam)	_____

**The Verse Exam is a written exam and should be sent in with the Content Exam.**

17

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 [academy.abeka.com](http://academy.abeka.com).  
Official grades are on the report card mailed to the student.**



**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.**



## Home Teacher's Copy

# Hebrew History: Kings of Israel Progress Report

Fourth Grading Period  
Lessons 130-170  
404M

Account No.					

Student ID No.					

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

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

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

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

Date \_\_\_\_\_

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

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

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

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

**Home Teacher:**  
 All student work sent to our office becomes the unconditional property of Abeka Academy and is not returned to you.  
 Did you remember to:  
 • Subtract the number of wrong points from 100?  
 • Record numerical grades on lines?  
 • Attach all graded content and verse exams to this report? (It is not necessary to send quizzes.)  
 • Sign the video statement if you are able?

BIBLE VERSE QUIZZES		
LESSON	QUIZ	GRADE
134	1 Corinthians 13:1-7	_____
139	1 Corinthians 13:8-13	_____
144	1 Corinthians 15:33-36	_____
149	1 Corinthians 15:42-44	_____
154	1 Corinthians 15:50-53	_____
159	1 Corinthians 15:54-58	_____

BIBLE CONTENT QUIZZES		
LESSON	QUIZ	GRADE
144	9	_____
159	10	_____

  

BIBLE EXAMS		
LESSON	EXAM	GRADE
168	Final Verse Exam	_____
169	Test 4 (Final Content Exam)	_____

**The Verse Exam is a written exam and should be sent in with the Content Exam.**

17

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 [academy.abeka.com](http://academy.abeka.com).  
Official grades are on the report card mailed to the student.**