

THE CLASS HANDBOOK

—2015 Edition—



**CHRISTIAN LIBERTY ACADEMY
SCHOOL SYSTEM**

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All Bible quotations from the NKJV

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Families enrolled in CLASS may make copies as needed for their own use without prior authorization.

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***Introduction
to the
CLASS
Program***

From the Pastor

Dear Friend,

Proverbs 22:6 commands us, “Train up a child in the way he should go, and when he is old, he will not depart from it.” This verse has been at the heart of our educational ministry for 45 years. We have also placed this important verse on a sign in front of our school building. Christian parents have an incredible responsibility to train their children in the way of God’s truth, His Law and Gospel.

Deuteronomy 6:6–9 shows that Christian parents cannot fulfill their responsibility simply by sending their children to Sunday School once a week. God has set the standard much higher.

“And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates” (Deuteronomy 6:6–9).

Paul’s commands in Ephesians 6 shows that in the New Testament, the same calling is given to parents.

“And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.” Ephesians 6:4

Christian education is not merely an option but an absolute necessity. Children must be given an education based on Jesus Christ. The so-called “public” schools will not help Christian parents fulfill their God-given responsibilities.

We are grateful that you have chosen the better way, and that you have chosen us to partner with you in educating your children in the training and admonition of the Lord Jesus Christ. The CLASS program has been designed to help parents obey God’s Word in training their children in the way they should go. A Christian education must also encourage academic excellence. We receive many letters from parents telling us that, through our program, their children have not only developed good Christian character but have excelled academically.

You already know that CLASS is affordable. We also provide academic accountability to help busy parents stay on track while offering a flexible schedule and course alternatives.

We are most pleased that you have begun with CLASS. We believe you will find many reasons to continue your partnership with us through high school graduation.

In His Service,



Pastor Calvin Lindstrom
Church of Christian Liberty
Christian Liberty Academy School System

Enrolling with CLASS

CHOOSING THE RIGHT PLAN

CLASS provides increased flexibility by offering two homeschooling plans—the CLASS Plan and the Family Plan. Both plans include individual achievement testing and a curriculum designed for your student.

CLASS PLAN

Under the CLASS Plan, Christian Liberty grades the student's tests, issues report cards and transcripts, maintains the student's cumulative records, awards a certificate upon completion of kindergarten, and issues diplomas when students graduate from eighth and twelfth grades.

FAMILY PLAN

Under the Family Plan, you do the grading, issue your own report cards, diplomas, and transcripts, and keep your own records. Therefore, we do not send Student ID labels or Report and Identification sheets for Family Plan enrollments.

If you enroll your student in the Family Plan, you will not send tests or daily work to CLASS for grading, and your student does not receive official course credit, diplomas, or transcripts from Christian Liberty Academy. Consequently, if you face a legal challenge, we are not able to write to local school officials or testify in court verifying your student's academic standing. Any letters we send to local school officials will verify only that you have purchased our curriculum, guidance materials, and corresponding services, and are administering our program under your own supervision at home. The Home School Legal Defense Association (HSLDA) handles legal challenges, communication with school officials, and any court action, for families who join the Association. See page 23 for more information about HSLDA.

TRANSFERRING BETWEEN PLANS

It is permissible to have some students enrolled in the CLASS Plan and others in the Family Plan. When you enroll a student in either the CLASS Plan or the Family Plan, however, the student must remain in that plan for the entire grade level.

If you transfer a student from the CLASS Plan at one grade level into the Family Plan for the next grade level, and wish us to send you the cumulative records, notify CLASS in writing at the time of enrollment. If you wish to transfer a student (grades 1–9) from the Family Plan at one grade level to the CLASS Plan for the next grade level, you must complete one of our entrance tests. If the student is enrolling in grades 10–12 (CLASS Plan), you must complete one of our entrance tests and submit a comprehensive, credible academic transcript, including grades and course credit, along with your student's enrollment form. If you need help producing your own transcript, we provide a packet called High School Transcript for Independent Home Schoolers. It is available in the Support section of our Web site; homeschools.org, or you can email or call CLASS Customer Service.

Students will be accepted from the Family Plan into the CLASS Plan based upon our standardized entrance tests, and receipt and acceptance of appropriate school records. CLASS reserves the right to deny acceptance of any or all courses or credits issued by independent home schools.

Before completing enrollment applications for either plan, please read the following sections. Include any special curriculum requests with your enrollment form.

ENROLLMENT PROCEDURE

BY MAIL

Complete the enrollment application (contact CLASS if you do not have one), attach payment for the full tuition amount, and mail both to CLASS. Payment by check or money order must be made in U.S. funds and drawn on a U.S. bank, payable to Christian Liberty Academy. Tuition may also be paid by VISA, MasterCard, or Discover card. We do not send C.O.D. or on-approval orders.

BY FAX

You may enroll with a charge card (VISA, MasterCard, or Discover card) by FAX at **(847) 259-1297**. FAX the completed enrollment application, making sure you include your charge card number, expiration date, amount to be charged to your card, and signature.

ONLINE

To enroll online, visit our Web site at **www.homeschools.org** and click on the **Enroll Now** button. You will be taken to **shopchristianliberty.com**, the shopping cart that serves all of our ministries. Choose the grade level that you want, fill in the student and course information, and add it to your shopping cart. Achievement testing, evaluation, and all materials are included with the CLASS Plan or Family Plan enrollment grade level so there is no reason to order them separately. To enroll another student, simply select the CLASS Plan category and repeat the process.

PHONE

If you need help enrolling, we have an Enrollment Specialist that can help you by phone. Simply call 1 800 348-0899 and ask for the Home School Enrollment Specialist.

CLASS PLAN OVERVIEW

As you establish your own school, you will receive the following:

1. A curriculum designed for your child based on an entrance test you administer in your home, previous academic records, and any course choices you make.
2. An annual basic skills testing program.
3. Grading and record keeping services with regular report cards sent to your home.
4. Assistance, if necessary, in dealing with school authorities and the law. CLASS families have experienced very few problems.
5. Academic credit from the Christian Liberty Academy School System in Arlington Heights, Illinois
6. Academy graduation certificate at the end of kindergarten. Academy diploma upon graduation from eighth and twelfth grades.
7. Guidance materials to help organize your home school.
8. Helpful assistance year-round. If you have a problem or question, email, call, or write our Customer Service Department for help.
9. Students in grades 9-12 receive a student identification card with their curriculum. Your ID card is for your personal use only. If your card needs replacement, you must notify us by email or in writing.

FAMILY PLAN OVERVIEW

As you establish your own school, you will receive the following:

1. A curriculum designed for your child based on an entrance test you administer in your home, previous academic records, and any course choices you make.
2. An annual basic skills testing program.
3. Guidance materials to help organize your home school.
4. Helpful assistance year-round from our Customer Service Department.



KINDERGARTEN / FIRST GRADE

Our Standard Kindergarten Program is designed to teach four and five-year-olds basic reading, writing, and math. For most children, it will provide sufficient instruction to prepare them for the first grade. This program is challenging enough for even an exceptionally bright child.

Our Advanced Kindergarten Program is designed for students who can read full sentences, count to 100, and complete single-digit addition and subtraction problems, but whose parents would prefer not to enroll them in first grade. If you enroll in the Advanced Kindergarten Program, but find it too difficult, there will be a \$30.00 charge to convert your student's curriculum to the Standard Kindergarten Program. You must return all course materials to CLASS prior to the exchange.

You need not wait for verification of completion or the kindergarten certificate before going on to first grade. Unless we notify you otherwise, you may re-enroll your child into the first grade about two months before you are ready for new materials. For young children who lack maturity or skills after one year of kindergarten, a second year of kindergarten, standard or advanced, may be worth the extra time and effort.

SECOND THROUGH TWELFTH GRADE

SCHOOL RECORDS

You should be aware that college-bound students will need credible high school academic records to present to the college of their choice along with their ACT or SAT scores. You may keep your own records of your student's high school years, or enroll in the CLASS Plan during high school. Students enrolled in the CLASS Plan have formal academic records and graduate from a school whose students have been accepted by many colleges and universities.

PRE-TESTING

Re-enrolling students normally receive their achievement tests along with their new curriculum, rather than in an initial shipment, because pre-testing is usually not necessary for re-enrolling students. In certain instances, however, you may elect to have your student pre-tested.

CHOOSING COURSES

CLASS is unique among full service home school high school programs in that we offer you the opportunity to participate substantially in constructing your student's curriculum within the twenty credits required for graduation. If you are enrolling your high school student in either the CLASS or Family Plans, include your course choices in the Comments section of the enrollment application. As long as your student qualifies for the courses based on entrance test scores, academic records, and necessary prerequisites, CLASS will assign the course. If the course is chargeable, we will bill your account when your books are shipped. Chargeable course fees and availability are subject to change without notice. For current chargeable course information, visit our Web site at www.homeschools.org, email us at custserv@homeschools.org, or call CLASS at (800) 348-0899.

TRANSFERRING TO CLASS

When transferring from another school to CLASS, you should send your enrollment to CLASS at least four weeks before you remove your child from his current school. This will help avoid gaps in his schooling. If you enroll your child during the summer, you should write to the previous school stating that your student has transferred to a private school and will not be returning.

If you remove your child from his previous school during the school year, we suggest that you make a Friday the last day in school. Simply write a letter to the previous school stating that, as of the following Monday, your child will be enrolled in a private school and will not be returning.

CLASS will not send for previous school records for students entering grades one through nine unless you include a specific request with your student's enrollment. We will automatically send a written request for records when students enter tenth through twelfth grade.

CURRICULUM DELIVERY

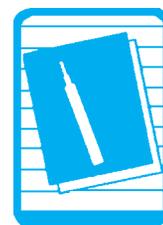
The chart below shows approximate curriculum delivery times for re-enrolling students. For students who are pre-testing, including new and re-entering students, the delivery times below are measured from the time we receive your completed achievement test.

Season	Activity	Continental U.S.	Foreign
November—February	Our slow season	3 weeks	6 weeks
March—June	Becoming busy	4 weeks	6 weeks
July—October	Very busy	4–5 weeks	7 weeks

If you plan to enroll more than one child, sending all the enrollments together will speed the process. Sending enrollments separately may cause delays in family shipments.

CLASS PLAN SHIPPING DATE/ENDING DATE

On your Master Assignment Sheet (packing list) there is a *date shipped* entry. Compare it to the chart below to find the date on which your school year ends. Each student has at least one year to complete a grade level. Mark your student's ending date on his Master Assignment Sheet for future reference.



If your books were shipped...

between June 17–October 31

between November 1–January 27

between January 28–April 7

between April 8–June 16

as an Early Bird re-enrollment

Then your time ends...

October 31 ... of the following year.

January 27 ... one year later.

April 7 ... of the following year.

June 16 ... of the following year.

October 31 ... of the following year.

Many students plan to finish their courses in nine or ten months, but we do allow a full twelve months or more from your shipping date as indicated above. We do encourage you to finish at least one quarter ahead of your ending date, if possible, in order to receive timely report cards and transcripts. For information on time extensions, see "Extensions" under *Money Matters*.

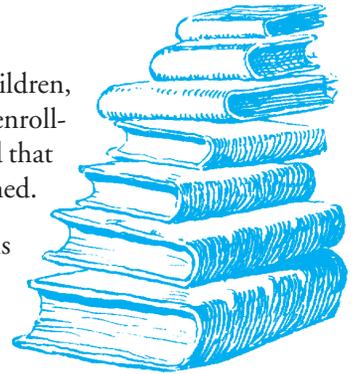
RE-ENROLLMENTS

You may re-enroll your student into the next grade level even if he is not finished with his current grade level. He must, however, successfully complete all work from the previous grade level in order to be officially promoted. No student may be enrolled in more than two grade levels at one time.

REUSABLE BOOKS

If we assigned any books which you wish to reuse when enrolling your other children, please include a Reusable Book List, available to copy in Appendix C, with your enrollment application. Include only those titles you would like us to assign. Keep in mind that entering a title on your Reusable Book List does not guarantee that it will be assigned.

Send the full tuition amount with your application. If our curriculum staff assigns books you already have, we will calculate your refund and credit your account only after you have sent the full tuition and the main curriculum is shipped. If you paid your tuition by charge card, we will credit your card account for reusable books. Christian Liberty does not give financial credit for most teacher's keys or manuals, nor do we give financial credit for textbooks published by Christian Liberty Press (CLP). The reusable book credit does not apply to the second year for a textbook used in a two-year course. Do not use the Reusable Book List to return any books to CLASS. If you need to return materials, contact Customer Service for a Book Return Authorization Form.



ENGLISH FLUENCY REQUIREMENT

CLASS materials are in the English language. Also, we require that the individual initiating any communications with CLASS concerning a particular student be the parent or legal guardian. Therefore, parents not sufficiently fluent in English to communicate with CLASS or to instruct, supervise, and evaluate their student, must appoint someone knowledgeable in English to provide the academic and administrative oversight required by CLASS policies. Such a person must be a responsible adult authorized by the parent or legal guardian and registered with CLASS by means of the Authorization Form, which can be found in Appendix C of this Handbook. Please contact CLASS before moving forward with your enrollment if you have any questions concerning this requirement.

Getting Started

Course	Subject	L	Title	Stock	A	Supplies	Stock	A	Supplies
15500	Bible	A1	Studying God's Word A	15500		WORKBOOK			
20902	Reading	A1	It Is Fun To Read, Pals	20902		TEXT	29930		TEXT
20905	Reading	A1	And Pals... A Time At Home	20905		TEXT			
29805	Phonics	A1	Hearts And Hands	29805		WORKBOOK			
29810	Phonics	A1	Adventures In Phonics: Level A	29810		CHARTS & CARDS	29810		WORKBOOK
29811	Phonics	A1	Adventures In Phonics: Level A	29811		TEACHERS MANUAL	29809		AUDIO TAPE
29945	Reading	A3	It Is A Joy To Learn	29945		TEXT			
39905	Penmanship	A1	In The Beginning	39905		WORKBOOK	30002		WRITING PAD
59500	Arithmetic	A1	Liberty Mathematics: Level K	59500		WORKBOOK	59501		TEACHERS MANUAL
59501	Arithmetic	A1	Liberty Mathematics: Level K	59501		FLASH CARDS			
69500	Science	A2	The World God Made	69500		TEXT	69501		TEACHER'S MAN.
79915	History	A2	The American People and Nation	79915		WORKBOOK	79916		TEACHERS MANUAL
89910	Parents Only		Kindergarten Instructions			INSTRUCTIONS			
99500	Parents Only	A2	Celebrating Art	99500		TEXT			
99505	Parents Only	A2	Training Children In God-Liness (For Teachers Only)	99505		TEXT			

Codes for Column A: D = Not Shipped C = Not Shipped, Financial Credit To Be Awarded B = Back Order
Codes for Column L: Office Use Only

The first thing you should do when you receive your course materials is confirm that you have received everything. One of the items in your package is a Master Assignment Sheet (packing list). Check the materials you received against this list.

If any items are missing, check the column marked “A” next to the item in question to see if you need to contact CLASS. As noted in the key at the bottom of the packing list, items marked “D” or “C” are intentionally not shipped. “B” items—those that have been back-ordered—will be shipped to you as soon as they arrive at CLASS.

You should notify CLASS immediately if items are missing that do not have one of these codes, or if you believe that a code was issued in error. Contact Customer Service at custserv@homeschools.org or **800-348-0899**.

FAMILY ID AND STUDENT ID

Your Family ID and Student ID numbers are located at the top of your packing list. They also appear on your student report cards, account statements, and transcripts.

These numbers identify you and your student to our staff whenever you call, write, email, or fax. They are also used to determine whether we will release information to someone who has called us for information (a signature is required on most written requests). *Because we use these numbers to access your records, it is important that you not give them to parties that may be hostile to your family's homeschooling practices.*

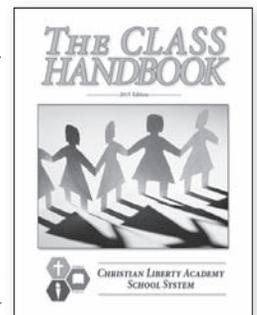
CONFIDENTIALITY

Whether you call, write, or email, all requests must be made by the head-of-household or spouse, as listed on the most recent enrollment application, or other authorized person as shown in our records. You will be asked for your Family ID or Student ID, and your name. To insure complete confidentiality, CLASS will not investigate any request made by unauthorized third parties, no matter how harmless the request may seem.

In order to add or remove a person from the list of those who are authorized to access your family and student information, use the Authorization Form found in Appendix C.

READ THE HANDBOOK!

Once you confirm that you have everything, your second task is to read this handbook. Besides helping you understand how to work with your ministry team at Christian Liberty, this handbook contains the answers to most of your questions. Spending a few minutes now may make it unnecessary to call or write to us.



COMMUNICATING WITH CLASS

If you cannot find the answer to your question in this handbook, you may call, write, email, or fax our Customer Service Department for general guidance. Often, you can communicate most effectively and inexpensively by using one of the convenient forms in Appendix C. These forms are also easy to access through our Web site and many can be submitted online.

Blank forms from this handbook should be photocopied before use to preserve the original. If you need additional blank forms, contact our Customer Service Department.

Most departments handle requests in the order they are received, whether they were sent by phone, mail, email, or fax. Requests that require research, however, are handled in order of their priority based on a variety of criteria. Depending on the time of year, such requests may take four to six weeks. If your case has not been resolved within this six week period, please call. We will place an internal tracer on your request. If it has been held up for some reason, we will resolve the matter or contact you within two business days.

TIPS WHEN EMAILING

1. Use our email address, which is custserv@homeschools.org.
2. Include your Family ID and Student ID in your correspondence.
3. Address your message to the attention of the appropriate department (see #4 in “Tips When Writing” above). This can be done in either the subject line or at the start of your message.
4. Include your address and phone number in your message so we can respond appropriately.

TIPS WHEN CALLING

1. Use our main telephone number, which is **(800) 348-0899**.
2. When the auto-attendant answers, press “1” for our Customer Service Department. The first available Customer Service representative will answer your call in the order it was received.
3. Use the Customer Service call log, found in Appendix C, to record the date you called, the name of the representative with whom you spoke, the nature of your request, and the result.
4. Make sure you have your Family ID and Student ID handy, since our Customer Service representatives will not be able to help you if you cannot provide this information.

TIPS WHEN WRITING

1. Use our mailing address: CLASS, 502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402.
2. Send your correspondence in a separate envelope. *Do not mail it with your student’s work.*
3. Include your Family ID and Student ID.
4. Address your envelope to the attention of the appropriate department.

The following chart will help you direct your letters:

Department	Type of Question
Customer Service	general questions regarding CLASS and its services
Customer Service Research	report card adjustment requests
Curriculum	curriculum adjustment requests; lost book replacements; special curriculum requests
Enrollment	status of enrollments; permanent address and phone number changes; withdrawing from CLASS
Finance Office	submitting payments; settling account problems
Research & Development	content of CLASS-produced texts, tests, and teaching materials; suggestions for future courses
Transcript	requesting a transcript for a new school

TIPS WHEN FAXING

CLASS OFFICES

1. Faxed correspondence should be submitted with the same information as mailed letters—include your name, Family and Student IDs, and the department to which you want the fax directed.
2. Remember that a fax, by definition, is a photocopy. **Faxes are not originals.** Do not fax a document (e.g., CAT answer sheet or West Point application form) that must be treated as an original; mail it instead. Similarly, if you want us to fax a document (e.g., a transcript) to you or another school, make sure a photocopy will be accepted prior to making your request.
3. Do **not** fax coursework or tests to CLASS. Course materials must be received in their original form. Tests and R&I sheets will not be accepted by fax unless prior approval has been granted.
4. To contact CLASS by fax, dial (847) 259–2443

ENROLLMENT APPLICATIONS AND BILLS

1. Faxed enrollments must be paid by charge card (VISA, MasterCard, or Discover card). Payments for other services may also be made at this number, provided the payment is made with an acceptable charge card.
2. You may fax your enrollment applications and payments by dialing (847) 259–1297.

CLASS ONLINE

The CLASS Web site is located at www.homeschools.org.

Our email address is custserv@homeschools.org.

WORLDVIEW

From our Web site, select “Worldview” to see our school’s viewpoint on Christian worldview and education. This section also contains articles on Christian educational practices and the radio message series by Dr. Paul Lindstrom, a pioneer of the modern home school movement, and founder of CLASS.

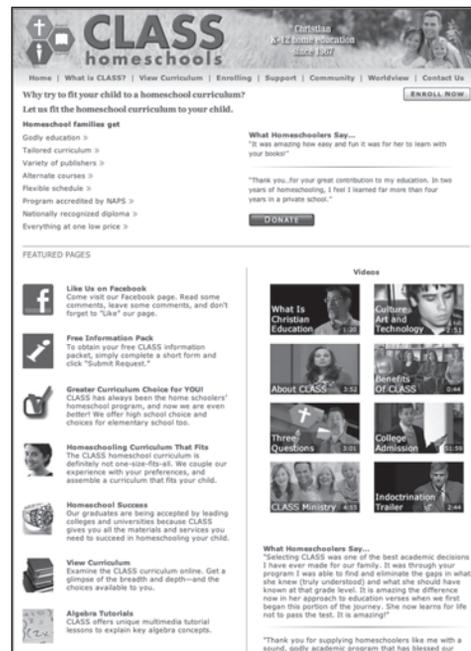
COMMUNITY

This area of our Web site provides you with bulletin board access to our other homeschooling families. After you obtain your user name and password, you can go to areas for parents, students, and even a place to post your prayer requests.

SUPPORT

This section of our Web site contains many of our Handbook policies and procedures, as well as an Algebra tutorial and a resource library. Portions of this section require a password, which you should have received upon enrollment.

CLASS Support also provides online access to all the forms currently available in appendix C of this Handbook, plus many more.



TOLL-FREE INFORMATION PACKET SERVICE

When you recommend our homeschool services to family and friends, direct them to our Web site at www.homeschools.org where they can click on **Free Information Pack** to obtain an information packet. Alternatively, they may call toll-free **(800) 348-0899** for an information packet.

Money Matters



TUITION AND PAYMENTS

Tuition for the CLASS Plan covers enrollment, entrance testing, curriculum development, textbooks, tests, this handbook, grading, report cards, diplomas, initial transcripts, and legal information. There is no discount for multiple students in one family, or for several families working together. Tuition is the same for new enrollments or re-enrollments. Tuition prices are subject to change, so please check online at www.homeschools.org or contact our Customer Service Department at **(800) 348-0899** for current prices before you enroll.

Tuition for the Family Plan covers enrollment, entrance testing, curriculum development, textbooks, tests, this handbook, and legal information. Under the Family Plan, we do not provide grading, report cards, diplomas, or transcripts.

When enrolling, payment must accompany the application. On-line or faxed enrollments must be paid by charge card. You may also pay by check or Money Order when enrolling by mail. Once your student is enrolled, tuition and other payments may be made by check, money order, or charge card (VISA, MasterCard, or Discover card). Mailed payments, should be sent by First Class mail to the attention of the Finance Office. Payment by check or money order must be in U.S. dollars and drawn on a U.S. bank. Include your family name and family ID on the check or money order. Clearly identify payment amounts as tuition, extension fees, etc., by noting them on the comment line of the check or money order. Do not send payments with work submitted for grading. You may make payments on-line by clicking the “Pay My bill” button on homeschools.org/support. You may also pay by phone by calling our Customer Service Department at (800) 348-0899 using a charge card.

All payments are due thirty (30) days from the date an item is shipped or from the date billed on your monthly account statement. If you live outside the United States, Mexico, or Canada, you have sixty (60) days to pay the current amount due.

To reduce postage costs, we will not mail monthly account statements for families who owe less than \$5.00. Neither will we assess delinquency fees in such cases. Nevertheless, you are still responsible to pay balances under \$5.00.

REFERRAL PROGRAM

If you will minister to other families by letting them know about CLASS, we will help you reduce the cost of educating your own children. For each new family who enrolls in CLASS at your recommendation, we will send you a tuition voucher worth \$50 off your next enrollment.

To obtain your voucher, just do these two simple things:

1. Give a friend a copy of our full-color CLASS information brochure that you received with your curriculum.
2. Send in a referral form after your friend enrolls. (See Appendix C of this Handbook for a referral form. Referral forms are also available for download at our Web site. Click *Support* on the home page.)

Recommend as many families as you wish; we will send you a voucher for each new family who enrolls. There is no limit to the number of vouchers you may use toward an enrollment, so the more families you recommend, the more you save. You can also minister to another family by giving them one of your vouchers to use toward their enrollment.

TIME PAYMENT PLAN

If you are enrolling in the CLASS Plan and are unable to pay your tuition in full at the time of enrollment, you may arrange for a time payment plan. Call Customer Service for a Time Payment Agreement form. The completed form and the down payment must be submitted with the enrollment application. When you send an installment payment, mark the envelope "Attn: Finance Office." Families who have been granted a time-payment plan for tuition costs may not add previous or subsequent purchases to the plan. Subsequent purchases must be paid in full within thirty (30) days of billing. Outstanding balances must be paid prior to enrollment. If you are enrolling in the Family Plan, you are not eligible for our time payment program and must pay full tuition upon enrollment.

HARDSHIP

If you need more than six months to pay for your enrollment, submit a written hardship appeal to the attention of the Finance Office, documenting your need. Include letters from doctors, pastors, employers, or court officers, which confirm your need.

FEES

DELINQUENCY FEES

You must pay the Amount Due on your monthly statement to prevent the account from becoming delinquent. If you have not paid the Amount Due within 30 days (60 days for foreign families), a delinquency fee of \$2.00 is added to your account. If the family account is delinquent, CLASS will not send report cards, transcripts, or diplomas, or process any other forms such as insurance discount forms or Social Security forms. Payments intended to purchase extension quarters will be applied first to any delinquent balance rather than extending the grade level. We reserve the right to return cumulative records to the previous school if an account is delinquent.

DIPLOMA REPLACEMENT

The cost to replace a missing or damaged high school diploma is \$15.00. Replacement copies of the eighth grade diploma, the special status Certificate of Completion, and the Kindergarten and Advanced Kindergarten certificates, are \$5.00 each.

CHARGEABLE COURSES

Some courses that are available at the junior high and high school levels may carry additional fees. Chargeable course fees and availability are subject to change without notice. For current information about available chargeable courses, visit our Web site at www.homeschools.org, or call CLASS Customer Service toll-free at (800) 348-0899.

EXTENSIONS

Christian Liberty allows a maximum of three extension quarters for a student to submit all work for a grade level. The fee is currently \$35.00 per quarter to remain actively enrolled in a grade level. This fee is required whether or not work has been submitted in that quarter. Extension fees should be sent to the attention of the Finance Office before the student's ending date. You do not receive an automatic extension of time for courses supplied to you after your initial book shipment. If the end date of your grade level is near and your student has not completed his work, CLASS will notify you by letter in advance that you may need an extension quarter. You must complete the proper portion of the letter and return it with the \$35.00 fee (per quarter requested) in order to receive more time. If you do not request an extension, the student will be withdrawn from the grade level on his ending date.

LOST BOOKS OR TESTS

You must bear the cost of reordering materials which you have lost or misplaced. Replacement cost will vary depending on the item. Shipping costs will vary depending on the weight and your location. If your account is current, we can bill you for these items on a 30-day net basis.

RETURNED CHECK SERVICE FEE

If your check fails to clear the bank and is returned for insufficient funds, or for any other reason, we will automatically debit your account \$20.00 to cover the bank's service charge.

TRANSCRIPTS

All CLASS Plan students are eligible to receive one transcript free of charge. Please submit \$5.00 for each subsequent request. The charge to fax or email a document is \$5.00 per destination. A request for us to fax or email a transcript, but not mail it, will still cost \$10.00—\$5.00 transcript fee plus the \$5.00 fax/email charge. Payment must accompany the request.

SHIPPING

CONTINENTAL U.S.

Standard shipping rates apply for delivery to the physical address. All Post Office Box addresses will be shipped via USPS Media Mail; however, you may choose to have materials sent by Priority First-Class Mail if you submit an extra \$10 with each student's enrollment.

ALASKA, HAWAII, U.S. TERRITORIES, APO, OR FPO ADDRESSES

Materials are sent by Priority First-Class Mail. Additional charges may apply (see website or application for current rates).

FOREIGN ADDRESSES

Due to the high cost of shipping books and materials, foreign missionaries and others who have a home base (home office, sponsoring agency, etc.) in the continental U.S. often send us their home base address, contact person, and telephone number upon enrollment. Shipment to that address by a major carrier will be our standard US rates. In such cases you must arrange final shipment to your foreign address with your home base.

If CLASS must ship directly to your foreign address, we will communicate with you about your options, and obtain your approval for the extra expense prior to shipping the materials. You will have sixty (60) days from the billing date to pay these charges.

Shipping charges vary by both carrier and destination. In order to keep our tuition as low as possible, CLASS will choose the major carrier (UPS, USPS, or FedEx) that will ship to your address. CLASS does not guarantee that subsequent shipments will be sent by the same carrier as your curriculum.

CANCELLATION / REFUND POLICY

If you choose to cancel after enrolling with CLASS, please call Customer Service promptly. If you have already submitted the completed entrance test, your call will prevent further processing steps which would decrease your refund. When you call, be sure to record the date and the name of the Customer Service representative with whom you spoke. This call is important, but it does not cancel your enrollment. A signed letter from the family or a

cancellation form (mailed or faxed) is *required* before any cancellation is considered official. If CLASS does not receive this written documentation, the cancellation will not proceed and no refund will be sent.

CLASS Plan and Family Plan customers have thirty (30) days from the main curriculum shipping date [sixty (60) days for foreign shipments] to cancel from our program and request a tuition refund. If you decide to cancel after you have received your curriculum, call Customer Service and request a Cancellation Kit. **Do not return any materials to CLASS before you receive the Cancellation Kit.** This kit contains a Cancellation Letter/Refund Materials Authorization which, when completed and returned to us, serves as your official cancellation letter. This kit also includes a Returned Materials shipping label which *must* be affixed to the outside of the package or envelope you return.

You will be charged for any course materials not returned, so return all *unused* curriculum materials to CLASS. If a book has been damaged or has any writing in it, even just a student's name, it is considered used and should not be returned. Christian Liberty is the final arbiter of whether a course item is considered used. Returned materials that are considered by CLASS to be used *cannot* be sent back to the family. The CLASS Handbook, introductory CDs, and book report lists, if any, are yours to keep.

Your tuition refund for each student canceled will be based on the schedule below. The amounts shown, plus the cost of any used or unreturned materials and any account balance, will be subtracted from your original tuition payment. This refund schedule is subject to change without notice.

If you cancel...	Grades K-1	Grades 2-12
Prior to CLASS sending the placement/achievement test	NA	-\$10
Prior to curriculum development	-\$10	-\$30
After curriculum has been developed but not shipped	-\$20	-\$50
Within thirty (30) days after shipping date ^{1,2} (All unused materials must be returned to CLASS before a refund will be issued.)	-\$35	-\$70
More than thirty (30) days past shipping date ^{1,2}	NO REFUND	

¹ Sixty (60) days for foreign shipments

² Shipping costs are not refundable

NOTE: Required pre-tests must be completed and returned within ninety (90) days from the date sent. Failure to do so may result in the enrollment being cancelled by CLASS without refund. If Christian Liberty cancels your enrollment, any amount remaining in your account after the deductions noted above may be used toward another enrollment within twelve (12) months of the cancellation date. If you do not intend to cancel, please return your completed pre-test to us promptly, or contact us stating the reason for your delay.

If the pre-test is not required, the enrollment will be processed after ninety (90) days as if the pre-test was never requested.

Dealing with Public School Officials

CLASS does not provide attorney services, and nothing in this section should be construed as legal advice. We offer only general guidance, based on our experience, for handling confrontations with public school officials. Beyond that, we can verify your relationship with CLASS by sending a certificate of enrollment, report card, or transcript when needed.

Most home schoolers never face legal challenges, but it is wise to be prepared. We strongly encourage you to join the Home School Legal Defense Association. HSLDA provides low-cost legal coverage by qualified attorneys for homeschooling parents. You can enroll online at www.hsllda.org. CLASS families are normally eligible for a substantial discount. When completing the application form, include the HSLDA group number for CLASS, which is 291004. Visit www.hsllda.org/laws/default.asp to find the laws for your state.

You may also contact HSLDA at the address below.

HOME SCHOOL LEGAL DEFENSE ASSOCIATION
P.O. BOX 3000
PURCELLVILLE, VA 20134-9000
PHONE: (540) 338-5600

If you are contacted by public school officials, do not be fearful. The Holy Bible reminds us of the destructive influences of fear in Proverbs 29:25 NKJV, “The fear of man brings a snare, but whoever trusts in the Lord shall be safe.” Additionally, our Christian duty requires us to be prepared to give an answer to any man who inquires of us concerning our relationship with Jesus Christ.

During confrontations with public school officials, remain courteous, but also be firm, insisting that school officials communicate their concerns by mail. The simplest way to avoid misunderstandings is to keep all of your communications with local school officials in writing.

If contacted, tell local school officials that you have established a private home school program under the direction of the Christian Liberty Academy School System. If the school officials have any questions of a specific or detailed nature, request that the officials put their questions in writing. Assure them that they will receive a written response within a reasonable period of time. Assuming you are a member of HSLDA, you can ask them to help you draft a response.

If school officials contact you by phone, tell them that you do not believe in discussing school matters over the phone. Limit your phone conversation to statements that simply confirm that your children are being privately educated under the direction of CLASS. Politely insist that officials submit their questions and concerns in writing and assure them that they will receive a written response. Again, HSLDA members can contact them for guidance.

If you live in a state that has a reasonable statute allowing and regulating home schools, you should consider complying with the law unless you have biblical convictions to the contrary. The more reasonable the state law, the less likely you are to win a court battle over your non-compliance. Ultimately, the choice is yours and we will respect and stand by your convictions.

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“Stand fast therefore in the liberty by which Christ has made us free.” Gal. 5:1 NKJV



***Operating  
Your  
CLASS  
Home School***



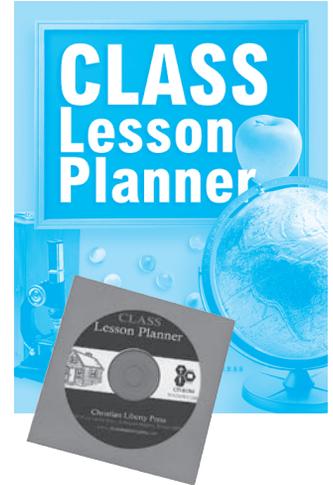
# Getting Organized

## PLANNING THE YEAR

Planning a full year of schoolwork for your children may seem a formidable task at first. Dividing the work into smaller units, however, makes the task more manageable. Let's do it one step at a time.

Check your books, answer keys, and tests against your student's Master Assignment Sheet (packing list) to be sure you received everything. Make a list of the books on a separate sheet and, after each title, write down the number of pages in it. Also list the total number of tests to be used with that book, making sure you count tests which are printed in the textbook.

With this information in front of you, you are ready to plan your school year. First, decide how many weeks out of the year you want to teach. This is *your* decision! A typical year reduces to the following:



| Full Year                        | Weeks Off  | 52 weeks        |
|----------------------------------|------------|-----------------|
| Summer vacation                  | – 8 weeks  |                 |
| Christmas break                  | – 1 week   |                 |
| Easter/spring break              | – 1 week   |                 |
| Ten holidays, sick days          | – 2 weeks  |                 |
|                                  | – 12 weeks |                 |
| <b>Available for Instruction</b> |            | <b>40 weeks</b> |

Next, divide the number of pages in each book by forty to obtain an approximate weekly goal. (Divide the number of pages in each textbook by 180–200 school days to estimate how many pages should be completed each day.) Some books can be completed in less than forty weeks. Here are two ways to handle this:

1. Work in *all* books concurrently, planning to complete them in forty weeks or less. If any are done in less than forty weeks, those time slots can be used to finish other subjects.
2. Complete *selected* books during the first part of the year, then use their time slots for the remaining books the rest of the year.

We suggest that you allow several hours each day, similar to a traditional school day, for instructing older students. Kindergarten children will probably be in class only during the morning hours. Please study your *Kindergarten Instruction Sheet* for additional details. It is generally best to provide an even load of course work over the entire school term. Standard vacation periods can be taken throughout the year.

## DAILY SCHEDULE

You are probably familiar with the rigid time slots of traditional day school schedules such as the one shown in the left column below. In making up their own schedule, most people attempt to follow a similar pattern. While this schedule may be familiar, it seldom works for home schools. A great advantage of homeschooling is that you are not bound by schedules and bells. You can adapt your schedule to fit your family's needs. After considering your students' ages, attention spans, abilities, and possible educational deficiencies, you may find that a modified traditional or flex-time schedule will prove more realistic for achieving your goals.

The following chart presents two alternatives to the traditional day school schedule. Either one adds flexibility to your home-school environment.

| Min. | Traditional Day School            | Min. | Modified Traditional                          | Flex-Time (Times blocks may vary or overlap.)                                                                                                      |
|------|-----------------------------------|------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 15   | Opening Exercises and Prayer      | 15   | Opening Exercises and Prayer                  | Block A: Shared time<br>Bible twice a week, Science three times                                                                                    |
| 45   | Mathematics                       | 40   | Mathematics                                   | Block B: Reading, Phonics                                                                                                                          |
| 45   | Reading                           | 50   | (Cushion)<br>Reading, Phonics, Spelling       | Block C: Spelling, Penmanship                                                                                                                      |
| 45   | Science                           | 15   | (Cushion)<br>Recess                           | Block D: Lunch Break                                                                                                                               |
| 45   | History                           | 60   | Science, History,<br>Geography, Economics     | Block E: Mathematics                                                                                                                               |
| 45   | Lunch                             | 45   | (Cushion)<br>Lunch                            | Block F: Grammar                                                                                                                                   |
| 45   | Bible                             | 30   | (Cushion)<br>Bible                            | Block G: Grammar                                                                                                                                   |
| 45   | Grammar                           | 30   | (Cushion)<br>Grammar                          | Block H: History 1st semester,<br>Literature 2nd semester                                                                                          |
| 45   | MWF-Music<br>TT-Art or Vocational | 60   | Additional time for any of<br>the above       | Block I: Art and Music<br>can be integrated with period of history<br>being studied (Example: Early American<br>Art with the Revolutionary Period) |
| 45   | Physical Education                | 30   | (Cushion)<br>MWF-Physical Ed<br>TT-Art, Music | Block J: Art and Music                                                                                                                             |

*Note: In the Flex-Time schedule, you may combine time blocks for related or difficult subjects. (Cushion)—The earlier or upcoming lesson can use part of this time block.*

## COMPARISON OF SCHEDULING STRATEGIES

### TRADITIONAL

1. Rigid periods of identical length
2. Courses scheduled at the same time each day
3. All required courses taught each day, with the possible exception of art and music

### MODIFIED TRADITIONAL

1. Periods can be expanded or contracted as educational needs dictate. For example, if a math lesson is finished in thirty minutes, the student may go immediately to the next subject or take a break.
2. Subjects are still scheduled at about the same time each day, but with flexible starting and stopping times. Difficult courses will sometimes require more time; easier subjects may require less time.
3. All courses are taught each day (art, music, and physical education through the week as scheduled).

### FLEX-TIME

1. In place of rigid traditional class periods, think in terms of flexible blocks of time which can be adjusted daily, weekly, and with each grading period if necessary. Let educational needs dictate how you spend time. A difficult diagramming lesson may require ninety minutes one day, but an easier grammar lesson may require only thirty minutes the next day. You have the flexibility to allow for such differences.
2. The number of subjects you cover may vary daily. A student may be able to cover six subjects one day, but only three the next day. For example, a morning may be spent drafting and completing a book report, or several reports, with only a short time remaining. Here a student may choose to complete an unfinished spelling lesson not normally scheduled at that time. Periods may vary in length. You may teach a subject during a different period. Your schedule is dictated by your educational needs. The schedule is a means to an end, not an end in itself.
3. Required courses do not have to be taught concurrently within one semester. Courses may be staggered. That is, a concentrated study of history may be taught the first semester, followed by a concentrated study of literature the second semester. Both subjects require much reading and written work. Staggering such courses may be a more efficient and rewarding way to study. You may also stagger courses daily; three days per week may be devoted to science and the two remaining days spent in Bible study. There are a number of ways to complete your course requirements while meeting your student's educational needs. You can achieve both goals with a flex-time schedule.

## SMALLER PORTIONS

We do not encourage you, however, to spend the entire day on one subject in an attempt to complete a week's worth of work. You would be imitating the folly of a man who eats all day on Sunday to meet all his nutritional needs for the week. Difficult subjects, such as math and grammar, are best mastered by studying a portion every day. In this way, one lesson or concept can be studied per day. Daily exercises and drill work aid in understanding and are a necessary part of the lesson. The principle of smaller portions holds true with learning. We need time to digest and assimilate facts so that they become true knowledge.

## DIFFICULT SUBJECTS

Difficult subjects should be studied first, while you are still fresh. It is a real boost to know that “Mount Everest” is behind you, and the rest of the day can be devoted to easier, more enjoyable subjects.

If you teach several students, schedule flexibility is even more important. We suggest you stagger the difficult subjects so that only one or two students are working on hard subjects at one time. This balances the load for Mom, who is usually the teacher, and makes it easier to give individual attention.

## MAKING THE TRANSITION

The transition into home education can be challenging at first as you try to organize your school. Your schedule, however, as important as it may seem to you at first, does not need to be a problem. Give yourself time to evaluate and adjust. Settle on a schedule that works for you. Remember that your schedule does not have to look like that of another family or school.

Here are a couple of guidelines. On one hand, we don't recommend trying to organize your home school exactly like a traditional Christian school. Such a structured schedule may be needed in a larger institution, but may actually be counter-productive in a small home school. On the other hand, we would counsel against doing away with structure altogether. Find a happy medium.

The long range goal of parent/teachers should be to develop a structured but flexible learning environment that promotes self-discipline and personal achievement. Your schedule is the means to an end, not an end in itself.

For many, the modified-traditional or flex-time schedule is more realistic than a traditional school schedule, but even these are only suggestions. Do what works for you in your unique circumstances.

## LESSON PLANS

Your daily lesson plan should consist of three components:

### 1. REVIEW OLD MATERIAL

- a. Never present new material if the student has not demonstrated understanding of previous material.
- b. Discuss the important points from the previous day's lesson.
- c. Use flashcards or drill problems where appropriate.
- d. Correct homework together, and rework any material not understood before introducing new material.

### 2. INTRODUCE NEW MATERIAL

- a. When you are sure the student understands the directions well enough to work independently, assign material for the day.
- b. Read the directions carefully to the student, or have the student read them aloud. Thoroughly explain all directions and processes before beginning.
- c. Assign classwork. Work not completed during class time may be assigned as homework.

### 3. VERIFY UNDERSTANDING OF NEW MATERIAL

- a. Check completed school work before the student is dismissed. If the student still does not understand, explain the material once again. You may choose to check the homework assignment later that day or during

the review period of the next lesson.

- b. Quickly scan the child's work to determine if the student understands the day's lesson.
- c. Point out errors. Repeat the explanation, or explain in different terms, to be sure the child understands.

## TEST INSTRUCTIONS

### REVIEW BEFORE TESTING

A good teacher will quiz a student before administering the test. An oral quiz is an excellent means of identifying weak or misunderstood areas. It is important to review definitions of terms. Never administer a test until you are satisfied that you, the teacher, have presented the material adequately and that the student has mastered it. To be certain that your child is prepared for the test, scan the material. Have you presented everything? If not, go back and review.

### READ ALL DIRECTIONS CAREFULLY WITH YOUR STUDENT

Point out any multi-part questions, and explain directions thoroughly. For example, parents often overlook diagrams and two-part questions in grammar textbooks. Be sure the student understands when to circle or underline, as well. It should also be routine to make sure tests are complete before returning them. A student can lose several points on a test if he fails to read directions carefully.

### SUPERVISE ALL TESTS

Never allow students access to teacher's materials or the textbooks while taking a test. Administer the test in quiet surroundings and monitor to see that the student carries out all directions properly. Parents may help their first graders, who typically have limited reading skills, read or spell difficult test questions.

In checking for errors, do not change, write over, or deface original answers in any way. Submit the original tests only. Return all tests as you complete them throughout the year. Work done on separate sheets of paper, such as diagrams or sentence work, should be identified with the student's name and ID number, and the course title.

## SCHOOL SUPPLIES

Here are some school supplies you may wish to obtain. These are only suggestions and the list is not prioritized.

1. Daily planner (for example, the At-A-Glance To Do Today planning pad that fits a three-ring binder.)
2. Teacher's grade book or class record (These are available at school supply outlets.)
3. Chalkboard, blackboard, or dry-erase board (One can be made inexpensively with materials from a local lumber yard, or you may order one at [www.usmarkerboard.com](http://www.usmarkerboard.com).)
4. Blackboard erasers, chalk, etc.
5. Pencil sharpener
6. Dictionary (Larger and more complete editions are better. These are easy to pick up at used book sales.)
7. Small paperback dictionaries (Get one for each student to keep at his desk.)
8. Reference books, art books, travel books, craft books, books on subjects of special interest to you, etc.
9. Catalogs from everyone and everywhere listing school supplies and text materials

10. One large bulletin board, or several small ones
11. Charts and maps (Old National Geographic maps are ideal.)
12. For each child, depending on age: scissors, 6-inch ruler, 12-inch ruler, compass, protractor, notebook, pencils, erasers, crayons, colored pencils for map coloring, etc.
13. Stars and smiles (Put these on extra-good papers.)
14. Paper clips, stapler, gummed reinforcements, colored markers, thumb tacks, rubber bands, colored pencils for grading papers
15. Tuning fork or pitch pipe for singing classes (These are available from Rod & Staff Publishers.)
16. Triangles and other geometry aids
17. Paper punch (A paper cutter is handy, but expensive.)
18. Stopwatch with a second hand for timed tests such as typing and math
19. “In” and “Out” baskets for homework papers (Inexpensive wire or plastic stackables are available at office supply stores.)
20. Clipboard for each child old enough to use loose-leaf notebook paper
21. Loose-leaf notebook with subject dividers
22. Chalkboard staff liner to make equally-spaced lines for work in music, penmanship, cursive, or math
23. Large alphabet cards for the wall (These help remind beginning readers how to make their letters, both manuscript and cursive.)
24. A Bible for each student and the teacher (A good translation [not a paraphrase] Bible should be selected. You may also want more than one version for comparing translations—especially for Bible classes.)
25. Bible aids, such as a comprehensive concordance (make sure it matches the translation of your Bible) and a good Bible dictionary
26. A thesaurus for your older students.
27. Science laboratory equipment (See Appendix B: Resources.)
28. CD/DVD player with earphones for phonics programs, foreign language studies, and music appreciation recordings
29. Art supplies: Paper, pastels, watercolors, tempera paint, old magazines for bulletin board displays, Elmer’s glue, rubber cement, any craft or hobby materials, etc.



Most supplies can be purchased at a local department store (Wal-Mart, Target) or office supply store (OfficeMax, Office Depot, Staples). For other more unique school items, we recommend you check our online Resource Library or search elsewhere online.

# Course Instructions

*This section applies only to students enrolled in the CLASS Plan.*

Each course assigned by CLASS includes specific course instructions. Course instructions are updated occasionally, so study each course instruction sheet carefully. We strongly encourage you to organize each student's course instruction sheets in a special file folder.

## KINDERGARTEN INSTRUCTIONS

If you have enrolled a student in Standard or Advanced Kindergarten you will receive an extensive packet of instructions entitled *Kindergarten Instruction Sheet*. Additionally, please study the following instructions.

1. You must submit a sample of 15–20% of your student's kindergarten daily written work as soon as the kindergarten curriculum is completed. You must submit the sample to CLASS attached to the Kindergarten Report and Identification sheet. Some kindergarten books have little or no written work and can be answered orally by the student. Even if a particular course does not have written work, however, you should write the completion date on the Kindergarten R & I sheet. Be sure your Student ID number is on the sample daily written work. No music, art, or physical education courses, other than the materials specifically assigned by CLASS, are required for kindergarten students.
2. Report cards will be mailed to all kindergarten students in the CLASS Plan. We will, however, only issue one final report card grade for kindergarten students after their work has been submitted indicating a satisfactory or unsatisfactory grade. Kindergarten students will not receive a grade on their report cards until after they have submitted the required portions of their completed daily work for evaluation.
3. All CLASS Plan kindergarten students who satisfactorily complete their school work will be sent a completion certificate after the close of the report card period in which their sample daily work was submitted for evaluation. Certificates will be mailed after the student receives his final report card.
4. The standard CLASS kindergarten program thoroughly prepares students to re-enroll in the first grade. Our advanced kindergarten program is simply an advanced level of our standard kindergarten curriculum. You should not feel obligated to enroll your students in the advanced kindergarten program. Advanced kindergarten is most appropriate for students who lack the maturity to enter first grade and need a good review of the basics.
5. Kindergarten students will not receive Student ID labels with their curriculum. The Student ID, however, will be printed on your student's Master Assignment Sheet (packing list).

## MUSIC, ART, AND PHYSICAL EDUCATION

We recommend, but do not require, that students in the first through eighth grades spend some time each week in music, art, and physical education classes. We do not provide materials for such courses, and no written work should be submitted to CLASS. Nor will music, art, or physical education courses appear on official CLASS elementary level transcripts. If you wish, you may submit your own transcripts for these courses, which we will keep with your cumulative record file. Students in ninth through twelfth grades, however, are required to spend some time each week in music, art, and physical education classes. In most cases, we do not provide materials for such courses. You must develop your own activities. Report to CLASS, on the Report and Identification sheets provided, both the activities and the grades you award. These reports are the basis for your student's grades in music, art, and physical education. Do not submit to CLASS any written work you assign in these subject areas. Although CLASS does not award any high school academic credit for music, art, or physical education, these courses, along with the grades you have awarded, will appear on your student's official CLASS high school transcript.

There are many ways to meet the requirements for music, art, and physical education. Here are some suggestions.

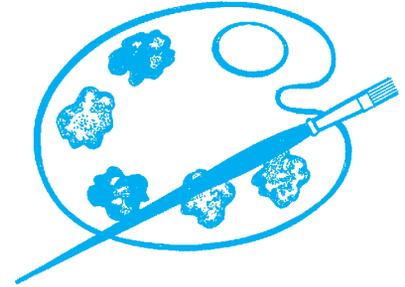


## MUSIC

Students are encouraged to sing in their church choir, take voice or instrument lessons, attend concerts, or spend time singing as a family. Students can also give reports or oral presentations to their families on a particular area they have studied. Such reports can include a type of music, a period in music history, a composer, or a hymn writer. Students may show how music can and should be used for the glory of God and how it has been distorted.

## ART

Students are urged to be creative. Art can include anything from sculpturing, drawing, and painting, to woodworking, flower arranging, and decorative needlework. Again, reports can be written or oral presentations about a type of art, a period in art history, or an artist. Art can and should be used for God's glory.



## PHYSICAL EDUCATION

Sporting activities, weight-lifting, aerobics, calisthenics, biking, and swimming are obvious ways to fulfill this requirement. Once again, however, reports and oral presentations may be used. Students may enjoy studying the rules of a game, or techniques used when playing a sport. The whole family can benefit from the time a student spends studying one or more of these areas. We encourage parents to participate in their children's athletic activities. Playing tennis as a family is one of many activities that can be incorporated into a home-school physical education program.

You may also want to consider providing instruction in first aid, sex education, health and nutrition, or a study of the body's muscles and how they work. Study in these areas can be very beneficial to students, and we encourage you to use part of your students' physical education period for such instruction if you think it is appropriate. Some states even require study in some of these areas; you need to check your state laws. We do not, however, wish that students' entire physical education instruction consist of study in these areas.

# Curriculum Assignment

## THE CURRICULUM DEPARTMENT

The Curriculum Department assigns enrolling students curriculum materials designed to meet their needs and our academic requirements. To that end, curriculum personnel review student documents such as standardized test scores, previous academic records, transcripts, relevant family correspondence, and courses chosen by the family.

## TESTING FOR NEW OR RE-ENTERING STUDENTS

New or re-entering students enrolling in grades 2–12 must take one of our standardized entrance tests, which are the primary instruments used by our Curriculum Department to determine appropriate curriculum assignments.

You have three options.

**TestPoint™** is an online grade level placement test that has been developed, tested, and used in Christian schools around the nation. TestPoint is available for students entering K–12, but entrance testing for kindergarten or first grade is optional.

The **online CAT** is a Web-based version of the paper-based 1970 edition of the California Achievement Test, which Christian Liberty has been using successfully for over twenty years to help place students in an appropriate grade level (2–12) in the CLASS program.

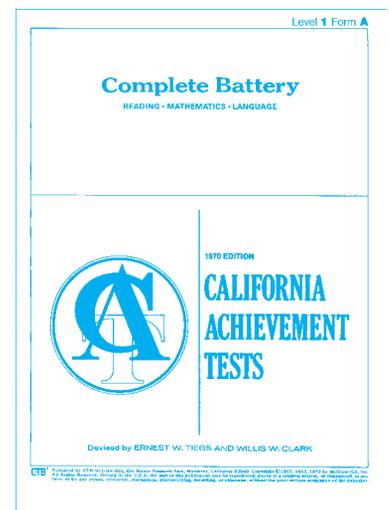
The **paper CAT** is the original paper form of the nationally standardized California Achievement Test (1970 edition). There are five levels, covering grades 2–12. A new student will be sent this test prior to curriculum development and is required to complete and return it.

If you live in a state that requires reporting of achievement test results, the CAT (paper or online) is the right choice for you. Results from the 1970 edition of the CAT are accepted by many of these states.

Make your student aware that his best effort is required, and establish an atmosphere that will facilitate concentration when taking the entrance test.

Based on a student's entrance test scores, the Curriculum Department staff will generally respond in one of four ways:

1. When scores fall within the required range for the requested grade level, we will assign the curriculum for the requested grade level along with any course choices you make that are appropriate based on the range of the test scores, the student's course load, and previous academic record.
2. When scores fall below the the required range for the requested grade level, but within two grade levels of the requested level, we will keep the student in the requested grade level but will assign remedial curriculum materials in the areas which are below standard. In the case of high school transfer students, we may require that a student be placed in a lower grade level. Entrance test scores may affect the assignment of any course choices you make.
3. When the composite score falls more than two grade levels below the required range for the requested grade level, we will communicate to the family and await the family's response before proceeding. Further correspondence may be required in the case of high school transfer students. Entrance test scores may affect the assignment of any course choices you make.



4. On rare occasions, we may encourage a student to skip a grade level (2–8 only) if the student scores extremely high on the entrance test.

## CURRICULUM ADJUSTMENTS

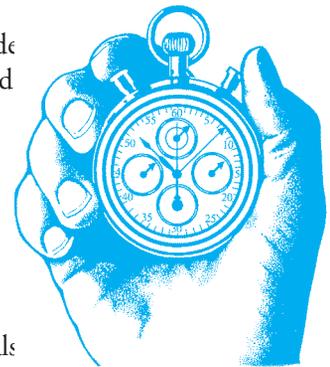
Once your curriculum has been assembled and shipped, we depend on your feedback to refine the curriculum when necessary. Inform CLASS promptly if materials which appear on the student’s packing list are missing, if the materials received do not match the packing list, or if you feel that any of the assignments are too challenging or not challenging enough.

Please submit curriculum adjustment requests to CLASS by mail or online using the Curriculum Adjustment Request Form (see *Appendix C*). Keep in mind that only courses offered by CLASS may be used as replacements when changing a course. The new courses must be completed in their entirety and submitted before the student’s ending date.

When you return materials to CLASS as part of a curriculum adjustment, make sure that you have filled out and included the Return Book Authorization Form. This form will be sent to you with the replacement course materials and must accompany all book returns. Pack the materials you are returning securely in a sturdy box designed for mailing. Pack the materials first, and then fill any remaining space with packing material to prevent crushing or bursting which could damage the contents. (Do not use newspaper, which can stain and make textbooks non-reusable.) Seal the box using plenty of strong packing tape. Do not use shoeboxes, small appliance boxes, or any other box not specifically designed for mailing. CLASS cannot give credit for damaged materials.

Course changes must be made within six (6) months after the date the curriculum is shipped. More time may be granted, however, to those who enroll as Early Birds. Exceptions may be granted by the Curriculum Department administrator if the change corrects a mistake made by CLASS, or is requested by the family to bring a remedial student up to grade level.

CLASS retains the right to deny a curriculum adjustment if for any reason we consider the change inadvisable. We will not delete curriculum requirements or completed courses, except in the case of a course retake (see “Retaking a Course” found in *Our Grading System*). All curriculum requirements must be completed during the grade level in which they are assigned.



## REMEDIAL ASSIGNMENTS

Not all students entering a particular grade level exhibit grade-level proficiency on the entrance test. In such cases, we will often respond by assigning curriculum materials which are remedial or below grade level in difficulty while maintaining the student in the requested grade level. Remediation may affect any specific course choices you make.

In cooperation with CLASS, you may plan strategies to eventually elevate your student to grade level in deficient areas. If your student is in this category, and you would like to explore this possibility further, please email our Curriculum Department at [custserv@homeschools.org](mailto:custserv@homeschools.org) or write us for assistance.

## ALTERNATE COURSES

Alternate courses are available in the CLASS system for certain subjects in certain grade levels. Alternate courses must be selected from courses within the CLASS system. CLASS continues to increase the number of these available alternates to give you more options. You can find a list of available alternate courses by selecting the View Curriculum link on our Web site at [www.homeschools.org](http://www.homeschools.org). Available choices will be listed with the generally assigned course. You may also contact our Customer Service Department for information about available alternate courses.

## SPECIAL STATUS

CLASS does not offer a special education program or special resources for such students. Students enrolled in the CLASS Plan are expected to complete all materials assigned according to the course instructions. Please keep in mind, when considering CLASS for a special needs student, that the student must be able to accomplish the assigned work independently with normal assistance from the parent/teacher. If significant curriculum modifications would be required for your student, you may wish to consider enrolling in our Family Plan or ordering individual titles from our Christian Liberty Press catalog.

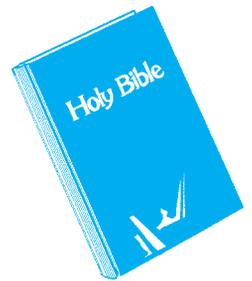
Although CLASS does not offer a special education program, we do have a *special status* category for students who are seriously deficient academically. A student will be classified as special status if he is enrolled in courses more than two grade levels below the actual grade placement level. Students who remain on special status do not qualify for a diploma but will receive a special certificate upon completion of eighth and twelfth grades. Please email or write our Curriculum Department for more information on special status.

## SUPPLEMENTAL MATERIAL

Families often ask to purchase materials which supplement the assigned curriculum. We will honor such requests provided that the materials requested are appropriate for the student's current grade level. Otherwise, we request that families make all supplemental book purchases from the Christian Liberty Press catalog or a source of your own choosing. Materials purchased as supplements are for independent use only. Do not submit completed work from supplemental materials to CLASS for grading.

## INDEPENDENT BIBLE POLICY

While CLASS routinely assigns a Bible course at each grade level, we understand that Christians hold various theological views. Therefore, we allow families to construct their own independent Bible course if the one we assign does not meet their needs. Families electing this option must meet the requirements of our Independent Bible Policy. Please call our Customer Service Department or email or write our Curriculum Department for further information.



## CURRICULUM MODIFICATIONS

We will consider requests for *minor* modifications to course requirements, on an individual basis, to accommodate some injuries, physical disabilities, or academic deficiencies. Requests for modifications must be submitted in writing (email or letter) to the Academic Administrator prior to the implementation of any modifications. We retain the right to grade as incorrect any work for which modifications have been made without prior approval.

The CLASS Plan does not allow for *significant* modifications to our course requirements. If you are in need of significant modification to your curriculum, you should consider enrolling in our Family Plan or ordering from the Christian Liberty Press catalog.

## INDIVIDUAL COURSES

In addition to our full-time programs, CLASS offers individual courses to those who wish to supplement their education. Students may be enrolled in individual courses under the CLASS Plan only. For more information visit the Individual Course Enrollments section of our Enrolling page at Homeschools.org, or contact our Customer Service Department.

## **SUPPORT MATERIALS**

CLASS supplies what experience has shown to be the essential teacher support materials. CLASS is also committed to continual development in the area of teacher support. Keep in mind that test and textbook answer keys and teacher's manuals are for parent/teacher use only so that you may evaluate your student's work after he has completed it. Students must never have access to the contents of these materials at any time, nor should they receive coaching from any of these materials for the purpose of answering test or daily work questions.

Students whose submitted work reflects the influence of answer keys or teacher's manuals will be subject to serious academic penalties at the discretion of CLASS. As a diploma-granting academy, CLASS maintains the discretionary right to withhold answer keys in order to protect the integrity of our grading process. See "Our Standards of Integrity" found under Our Grading System for further information.

# High School Curriculum

Newly-enrolling high school students are required to take one of our entrance tests. In addition, transferring tenth, eleventh, and twelfth graders must provide transcripts of academic work completed from all high schools previously attended. Even if transcripts are included with the student's enrollment, we will routinely send for transcripts from a student's previous high school(s). Report cards are not an acceptable substitute for academic transcripts.

If your student has been a homeschooled high school student, and you indicated this on your enrollment application, you should have received an *Independent Home-School Transcript Information* packet. If you did not receive this packet, contact our Customer Service Department immediately to avoid further delay in processing your enrollment. For independently homeschooled students, the Transcript of Course Credit and Independent Home School Course Information forms serve as the student's official academic records for work done prior to entering CLASS. These academic records also form, with the entrance test, the academic basis for qualifying for the requested high school grade level (grades 10 through 12). Therefore, it is imperative that you complete the forms thoroughly, neatly, accurately, and precisely as prompted. Failure to include some details prompted by the forms (such as the percent of each textbook completed) may result, for example, in added communication from CLASS and delays in sending materials to you.

To earn a diploma from CLASS, a student must earn a minimum of twenty credits. One *credit* implies a full year, or two semesters, of work. To be considered a student in good standing, a student must carry a minimum of four credits per year and must be making reasonable progress toward fulfillment of our graduation requirements. To graduate, high school seniors must complete a minimum of one school year with CLASS. If a student joins our program after completing the first semester of his senior year at another high school, he must complete a full grade-level curriculum and pay full tuition. Students are not permitted to skip grade levels at the high school level.

## CREDIT FROM OTHER SCHOOLS

CLASS generally recognizes academic credit issued by a transferring student's previous high schools in all subjects except physical education, health, and driver's education. If there is a significant gap, however, between a student's skill level as measured by the placement test and the credit awarded by a previous school, or if there is evidence that the standards of the previous school fall significantly below CLASS standards, we reserve the right to not recognize the credit and/or to require the student to make up the deficiency.

## GRADUATION REQUIREMENTS (for a ninth grader entering CLASS)

1. Four credits of theological studies
2. Four credits of English (must include one credit of grammar, and a half-credit senior research paper)
3. Five credits of heritage studies (must include one credit of government and one credit of economics)
4. Two credits of high school level science (must include one credit of biology)
5. Two credits of math (must include one credit of Algebra I or higher level algebra course)
6. Four years of art, music, and physical education (academic credit not awarded)
7. Three additional credits selected from any of our available courses

## AN ILLUSTRATION OF A POSSIBLE DISTRIBUTION OF REQUIRED ACADEMIC AREAS AND SUBJECTS

Families may choose some, or all, of the courses to fill the chart. Any missing requirements will be selected for you by CLASS.

| 9th                                                   | 10th                                                  | 11th                                                                                     | 12th                                                            |
|-------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Theological Studies</b><br>(1 Cr.)                 | <b>Theological Studies</b><br>(1 Cr.)                 | <b>Theological Studies</b><br>(1 Cr.)                                                    | <b>Theological Studies</b><br>(1 Cr.)                           |
| <b>English</b><br>(1 Cr. including<br>.5 Cr. Grammar) | <b>English</b><br>(1 Cr. including<br>.5 Cr. Grammar) | <b>English</b><br>(1 Cr.)                                                                | <b>English</b><br>(1 Cr. including .5<br>credit Research Paper) |
| <b>Science</b><br>(1 Cr.)                             | <b>Science</b><br>(1 Cr. Biology)                     |                                                                                          |                                                                 |
| <b>Math</b><br>(1 Cr. Algebra 1)                      | <b>Math</b><br>(1 Cr.)                                |                                                                                          |                                                                 |
| <b>Heritage Studies</b><br>(1 Cr.)                    | <b>Heritage Studies</b><br>(1 Cr.)                    | <b>Heritage Studies</b><br>(2 Cr., including<br>1 Cr. Economics and<br>1 Cr. Government) | <b>Heritage Studies</b><br>(1 Cr.)                              |
|                                                       |                                                       | Courses of your choice<br>(1 Cr.)                                                        | Courses of your choice<br>(2 Cr.)                               |
| <b>P.E., Art, &amp; Music</b>                         | <b>P.E., Art, &amp; Music</b>                         | <b>P.E., Art, &amp; Music</b>                                                            | <b>P.E., Art, &amp; Music</b>                                   |

Some modification can be made to the curriculum requirements for students entering our program in later grade levels. For example, an incoming tenth grader who has never had a Bible course would not be required to make up the credit, but would be expected to take a Bible course for each year he is enrolled with CLASS. This policy applies to all subjects within the boundaries of the Minimum Credit Requirements for Transfer Students listed below.

Although you can easily construct your curriculum so as not to incur any cost above the basic tuition, some available course choices do carry additional fees.

## MINIMUM CREDIT REQUIREMENTS FOR TRANSFER STUDENTS

Students who intend to transfer into the full-time CLASS high school program must meet the minimum entrance requirements listed below. Individual courses taken through CLASS can be combined with other transcripts to meet these minimum requirements. One earned academic credit is equivalent to one full year, or two full semesters, of work.

1. A student entering tenth grade must have earned a minimum of 4.0 academic credits prior to matriculation with CLASS, which includes one earned credit of English.

2. A student entering eleventh grade must have earned a minimum of 7.5 credits prior to matriculation with CLASS, which includes: two earned credits of English, one earned credit of math, one earned credit of science, and one earned credit of history.
3. A student entering the twelfth grade must have earned a minimum of 12.5 academic credits prior to matriculation with CLASS, which includes: three earned credits of English, one earned credit of math, one earned credit of science, one earned credit of history, and one earned credit of Bible or a biblically based theology course\*. The student must also have a minimum cumulative GPA of 2.0 on a 4.0 scale ("C" or better).

*\*Transfer students who lack this requirement may be assigned an additional Bible credit in the twelfth grade provided the assignment does not exceed the 7.5 credit limit for the grade level.*

All transfer students must also show an appropriate achievement level on one of our entrance tests to enter the requested grade level, and must complete a minimum of twenty credits to graduate. We do not accept credits for physical education, health, and driver's education.

Transfer students applying for grade levels for which they do not qualify will be notified by the Curriculum Department.

## MATH AND SCIENCE REQUIREMENTS

We require all high school students to earn a minimum of two credits of math and two credits of science within the first two years of enrollment with CLASS. In the case of math, one of the credits earned must be Algebra 1 or a higher level algebra course. We routinely assign a business math course to meet the remainder of the math requirement. Students may, however, choose any high school creditable math course for which they qualify to fulfill the second credit of math. Keep in mind the extra fee for chargeable courses.

In the case of science, one of the credits earned must be in biology, which is usually assigned in the tenth grade. We routinely assign a general science course in the ninth grade to meet the remainder of the science requirement. Students may, however, choose any high school creditable science course for which they qualify to fulfill the second credit of science. Keep in mind the extra fee for chargeable courses.

If a student is transferring into the tenth, eleventh, or twelfth grade and has already earned credit in math and/or science at a previous school, these credits will be applied toward fulfillment of the math and/or science requirements. Students entering the ninth grade who have taken Algebra 1 (or higher math) and/or biology (or higher science) in the eighth grade must still earn two credits of math and two credits of science within the CLASS system between the ninth and the twelfth grades. An incoming ninth grader in this category may choose a chargeable course to fulfill one of the math or science requirements at no additional cost to the family.

Students may take math or science courses beyond our requirements outside of the CLASS system. You must provide CLASS with a transcript from the institution awarding credit for the course in order for CLASS to recognize it. Courses taken outside the CLASS system will not appear on report cards or official CLASS transcripts. Instead, the transcripts received will be placed in your student's cumulative records file.

## HIGH SCHOOL COURSE REQUIREMENTS

Once enrolled with CLASS, students must take all remaining high school requirements within the CLASS system. Students, however, may take courses *beyond our requirements* outside of the CLASS system. In these situations, you must provide CLASS with a transcript from the institution awarding credit for the course in order for CLASS to recognize it. Courses taken outside the CLASS system will not appear on report cards or official CLASS transcripts. Instead, the transcript received will be placed in your student's cumulative records file and a copy of it will be attached to our transcript when one is requested.

All required high school subjects must be completed within the grade level in which they were assigned. If a grade level expires with an incomplete or an unresolved failure in any course, the student may be required to repeat the grade level at the discretion of CLASS.

The maximum number of credits we will assign for a given high school grade level is seven and one-half. Depending on the number of required courses for the grade level, this may limit the number of choices allowed. Curriculum Department staff may also limit the number of choices assigned if, based on achievement test scores and/or academic history, they believe a student's requested course load is too heavy.

Students may, with the approval of CLASS, choose to take selected high school level courses (such as foreign language) in addition to their required assignments beginning in the seventh grade. At the family's request, CLASS will routinely recognize these courses (when completed) for high school level credit once the student is enrolled with CLASS in the ninth grade. With the exception of Algebra 1 (or higher level math), and biology (or higher level science), courses assigned to meet curriculum requirements in the seventh and eighth grades will not be recognized for high school level credit.

## PHYSICAL EDUCATION, DRIVER'S EDUCATION, ART, MUSIC, AND HEALTH

Although CLASS requires and assigns physical education, art, and music at the high school level, we provide no materials and do not award credit for these courses. We allow you to construct your own curriculum in these areas. We will include the grade you issue on the student's report card and official transcript, but the transcript will show only completion, not academic credit. See the section entitled *Course Instructions* for more information on these subjects.



We do not offer driver's education courses. Contact a local high school or driving school for course information.

CLASS does not recognize academic credit for physical education, health, or driver's education when evaluating the academic transcripts of transfer students entering the tenth, eleventh, or twelfth grade.

## INDEPENDENT BIBLE COURSES

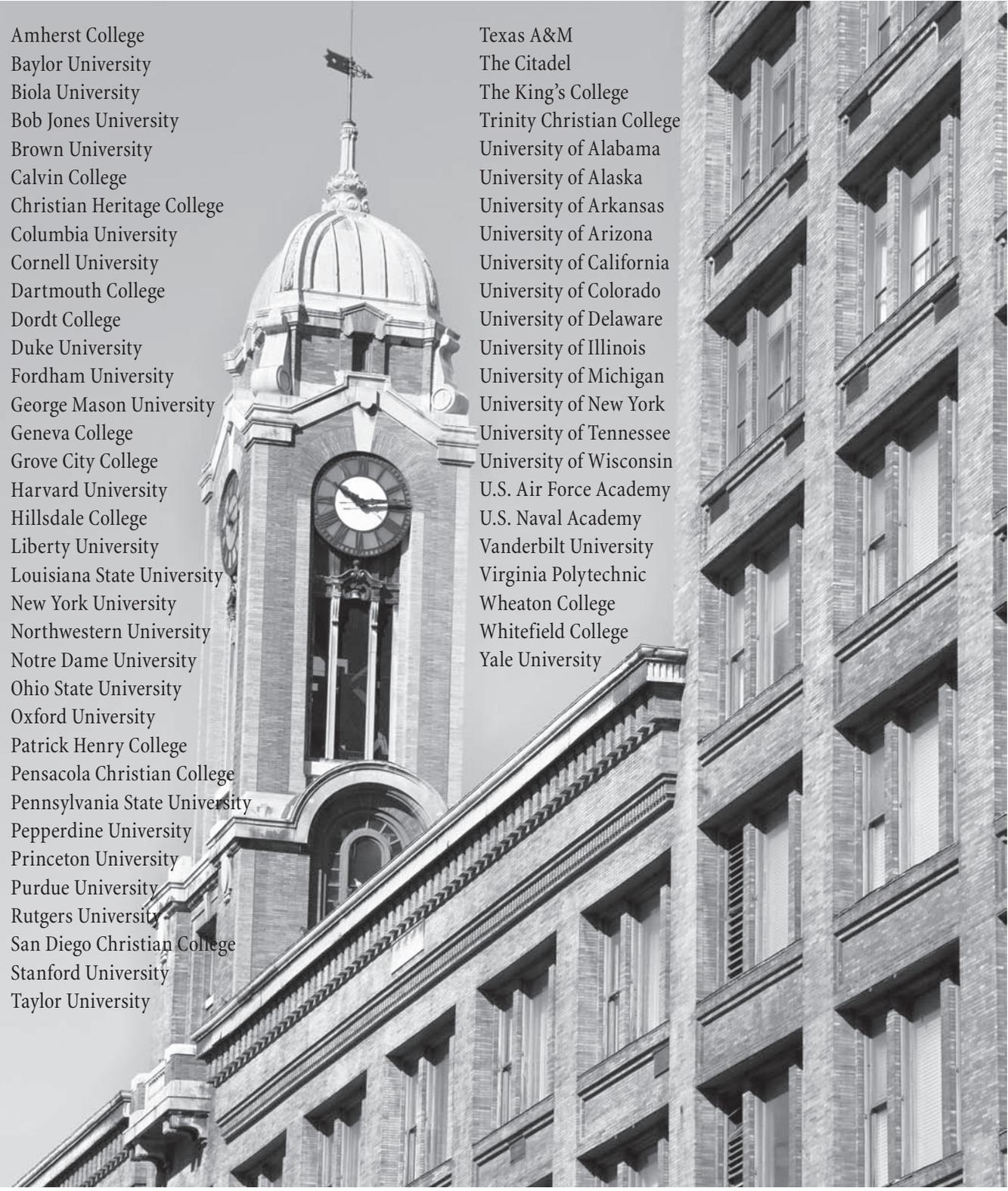
You may substitute a Bible course of your own for our Bible assignment, provided your course meets the parameters of our Independent Bible Policy. Although the course you provide will meet CLASS grade level requirements, we issue no academic credit for independent Bible courses taken during high school. Therefore, you will be responsible for adding to your student's curriculum enough credits to reach the minimum credit requirements for graduation. Contact our Customer Service Department or write our Curriculum Department for information regarding this policy.

## PREPARING FOR COLLEGE

For information about college preparation, visit the Support section on our Web site at [www.homeschools.org](http://www.homeschools.org).

## Are CLASS Graduates Accepted by the Best Schools?

CLASS graduates have been accepted by the institutions listed below, and many other colleges and universities. To see a more extensive list, visit the CLASS Web site at [www.homeschools.org](http://www.homeschools.org).



Amherst College  
Baylor University  
Biola University  
Bob Jones University  
Brown University  
Calvin College  
Christian Heritage College  
Columbia University  
Cornell University  
Dartmouth College  
Dordt College  
Duke University  
Fordham University  
George Mason University  
Geneva College  
Grove City College  
Harvard University  
Hillsdale College  
Liberty University  
Louisiana State University  
New York University  
Northwestern University  
Notre Dame University  
Ohio State University  
Oxford University  
Patrick Henry College  
Pensacola Christian College  
Pennsylvania State University  
Pepperdine University  
Princeton University  
Purdue University  
Rutgers University  
San Diego Christian College  
Stanford University  
Taylor University

Texas A&M  
The Citadel  
The King's College  
Trinity Christian College  
University of Alabama  
University of Alaska  
University of Arkansas  
University of Arizona  
University of California  
University of Colorado  
University of Delaware  
University of Illinois  
University of Michigan  
University of New York  
University of Tennessee  
University of Wisconsin  
U.S. Air Force Academy  
U.S. Naval Academy  
Vanderbilt University  
Virginia Polytechnic  
Wheaton College  
Whitefield College  
Yale University

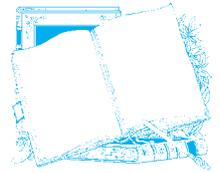


# Book Reports

*This section applies only to students enrolled in the CLASS Plan.*

Students in grades 7 and 8 are required to complete two book reports each year. High school students will do book reports as part of their literature course requirements. Refer to the course instructions for information specific to a student's grade level.

## COMPLETING AND SUBMITTING BOOK REPORTS



1. Complete your book reports in narrative form. Book reports should be 300 words for grades 7–8, and 600–800 words for grades 9–12. See examples below.
2. We prefer that students type their book reports, but we will accept neatly handwritten reports. If you type your reports, use an 11 or 12 point Times New Roman or Arial font, 1¼-inch left and right margins, and 1-inch top and bottom margins. Handwritten reports should have a 1-inch right margin.
3. For grades 7–8, when you have completed your book reports, list the book titles on your book report R & I sheet, attach the R&I sheet to your reports, and submit them all at one time. Make sure a Student ID label is attached to each book report.
4. For grades 9–12, when you have completed your book reports, attach the R&I sheet for your literature course to your reports, and submit them all at one time. Make sure a Student ID label is attached to each book report. Also make sure you have recorded the textbook score on the R&I sheet before submitting it.
5. Insert your book reports in an envelope separate from other tests and daily work. Write Book Reports on the envelope.
6. Do not grade your own book reports. We will grade them for you. For grades 7–8, the average score for the two book reports determines your final grade. For grades 9–12, the book reports comprise 20% of your final literature grade.
7. Please consult our “Standards of Integrity” (pp. 58–60.) for important information regarding copying and plagiarism and their penalties.

## BOOK REPORT STRUCTURE

### I. THE INTRODUCTION

- a. The title and the author of the book should appear as a heading at the top of the page.
- b. The first sentence should include the title of the book, the author's name, and the central idea.

**EXAMPLE:**

*I Was a Slave in Russia* by John Noble is the personal account of an American who survived nine years of cruelty in the slave-labor camps in Russia.

- c. Interest your readers by including a striking statement or a quotation from the book or one of the characters.
- d. Include the time and the setting if applicable.

- e. Include a thesis sentence which indicates how you intend to organize your thoughts.

**EXAMPLE:**

Mr. Noble tells of his surprising imprisonment, his long years of torture, and his eventual release.

## 2. *THE BODY*

- a. For a biography, relate the chief incidents in the subject's life and discuss their importance.
- b. For a non-fiction book, discuss the importance of the subject treated in the book and a summary of the author's presentation of the subject.
- c. For a fiction book, introduce the reader to the chief characters in the book and write a summary of the plot.
- d. Discuss each topic introduced in your thesis sentence in a separate paragraph.

## 3. *THE CONCLUSION*

- a. For a biography, include a statement about the significance of the person's life.
- b. For a non-fiction book, include a summary of the main points of the body.
- c. For a fiction book, include a discussion of how the main conflicts in the plot were resolved.

## 4. *THE EVALUATION*

- a. Discuss your personal thoughts about the book, whether favorable or unfavorable.
- b. Discuss how the book influenced your thinking or your goals in life, and use examples from the book to support your statements.
- c. What was the author's perspective, frame of reference, or presupposition? Did you agree or disagree? Why or why not?

## EXAMPLE BOOK REPORT—*Junior High Level*

### Mr. Pipes and the Psalms and Hymns of the Reformation

By Douglas Bond

Mr. Pipes and the Psalms and the Hymns of the Reformation by Douglas Bond is a story about an English man and two American children named Annie and Drew going on an adventure of a lifetime. Their adventure includes visiting the cathedrals and homes of many important people during the Reformation including Martin Luther, Paul Gerhardt, John Calvin, and many more. During the adventure, they discover many things about the cathedrals in Europe, people involved in the Reformation, as well as themselves and their relationship with God.

Annie, Drew, and Mr. Pipe's journey through Europe begins in Germany with Martin Luther. While on the trip, they encounter many sites where Martin Luther had been. They even get locked in a house that Luther had stayed in for many months. The three travelers have many experiences such as this, including meeting Lady Kitty. She was a stray kitten that they saved while on a boat trip. She had gotten loose during a tour of a museum. Luckily, she didn't break anything, but did cause a big scare!

While Lady Kitty getting loose in a museum caused some concern, the trio has other things to worry about, such as ... a spy! Well, so they think. As they travel from one destination to the other, Annie notices the same man off in the distance everywhere they go. Annie is worried from the start of the trip that this man was a spy. Mr. Pipes and Drew ignore Annie's assumption that the stranger is a so-called "spy", but as they continue their trip across Europe, Mr. Pipes and Drew start to notice the stranger following them as well. As you get toward the end of the book you find out that the "spy" is Dr. Dudley's nephew he sent to keep an eye on Mr. Pipes. Dr. Dudley is Mr. Pipes overprotective doctor.

My opinion about this book was positive. I really enjoyed this book because it showed the history of many people during the Reformation which was very interesting and intriguing to learn about. I was very interested in the trip across Europe, and touring the countless cathedrals, as well as the suspense of the following "spy."

## EXAMPLE BOOK REPORT—*High School Level*

### The Adventures of Huckleberry Finn

by Mark Twain

*The Adventures of Huckleberry Finn* by Mark Twain is an historical fiction novel, the sequel to *The Adventures of Tom Sawyer*, about a boy named Huckleberry and his adventures along the Mississippi River. It begins in St Petersburg, Missouri, right next to the Mississippi, in the first half of the nineteenth century.

Huck, contrary to his liking, is living with the Widow Douglas and her sister Miss Watson because the only family he has is a drunkard of a father who does not always stay in the area. These two ladies try to “civilize” him, and he makes progress in school and has some mischievous fun with Tom Sawyer – until his Pap turns up again. His pap suddenly takes him away to an old deserted cabin in the middle of the woods across the river. Because of his pap’s ill treatment of him, Huck decides to run away. He manages to escape the locked cabin when his pap is away, and makes it look as though he has been murdered so that no one will try to find him. He starts down the Mississippi in a canoe he had found drifting, and while on an island comes across Jim, Miss Watson’s black slave, who has just run away. They stick together, and after several days on the island, they start down the river on a raft to escape the search being made for Jim. The two float down the river at nights with Huck buying or stealing provisions as they go.

Huck and Jim have several adventures and interesting conversations. One night, they are floating along as usual when a steamboat coming upstream hits the raft. Both escape free from injury, but they are separated. Huck is taken in by a nice big family mixed up in a blood feud with another family. As is his custom, Huck spins a yarn about who he is. Through this family’s slaves, Huck, Jim, and the raft are brought together again, and they get away from the killing going on with the feud. Not long after, Huck lets aboard two men who are being pursued by men with dogs, they say, without cause. The younger man calls himself a duke; then the older man says that by rights he is a king. Both make their living by means other than honest work. Huck quickly realizes what these men really are: “low-down humbugs and frauds.” Huck makes up another story about himself and Jim to tell the frauds. Acting is a specialty of the duke’s and he and the king make a great deal of money from a few ridiculous shows they put on in Arkansas and from other dishonest means. Huck just goes along with them and Jim stays on the raft. At another Arkansas village, the king and the duke nearly rob the family of a man who had just died of several thousand dollars by posing as the man’s brothers from England who were supposed to be coming. Ultimately, however, the two conspirators barely escape with less money than they came with. They all continue downstream on the raft after Huck had unsuccessfully tried to leave the duke and king behind.

Those two rascals continue to try to come by money easily and end up selling Jim when Huck is away. Huck finds out who they sold him to, and when he gets there (it is Tom Sawyer’s Uncle Silas and Aunt Sally) they think he’s Tom, who was expected that day, and Huck acts the part. When Tom arrives, he pretends that he is his brother Sid who had come along as a surprise. Huck and Tom witness the duke and king tarred and feathered and riding on a rail, finally paying for their unscrupulous money-making schemes. Tom wants to help free Jim, but he has to make the rescue more romantic, just like all the escapes in the books he has read. He therefore comes up with the most difficult and mischievous plan, and which is most annoying for Aunt Sally. In the successful rescue Tom manages to get shot in the leg. In the end, it turns out that Miss Watson had died and set Jim free in her will (which Tom had known all along), and Huck wants to get away to escape the “civilizing” he sees ahead.

*The Adventures of Huckleberry Finn* was an enjoyable book to read. There are many hilarious incidents in it, but also examples of man’s depravity. It is well-written with regard to the various dialects used. The book is more than an adventure story. Twain includes satire on society through means including Huckleberry’s ignorance. I would recommend this book to boys and others who like adventure stories.

# Teacher/Student Support

CLASS provides home school curricula and administrative services. We can also provide—or refer families to—selected support materials and resources in certain subject areas, as well as respond to questions that require simple clarification of course instructions and course requirements. We do not provide telephone tutoring.

CLASS offers the following services by which you and your student can get the academic assistance you need.

## MATH ASSISTANCE

Christian Liberty has an email helpline for junior high and high school students. Any student enrolled in a math course equivalent to *Saxon Math 76* or higher may access this helpline for assistance. This service is designed as an opportunity for parent and student to work together in framing questions for our math specialists in the event that they have a question about a problem or an example in one of our math textbooks or workbooks at this level. The address for this helpline is [algebrahelp@homeschools.org](mailto:algebrahelp@homeschools.org).

Please keep in mind that this is a helpline and not a tutorial service. Therefore, this service is not designed to teach your student math. It is still the responsibility of the parent to teach. We are available to help when you and your student have made your best attempts to understand a problem or example in the math homework, and you just cannot seem to get unstuck.

Email responses to [algebrahelp@homeschools.org](mailto:algebrahelp@homeschools.org) should contain the following elements:

1. student's full name
2. Student ID number
3. course name
4. appropriate lesson number and/or page number in the textbook
5. the particular problems or examples causing the difficulty
6. what attempts have been made to understand the problems or examples
7. what attempts have been made to solve the problems, and the results of your attempts.

Our response to your questions will be in the form of an email including an MS Word attachment. Therefore, it will be necessary for you to be able to open these attachments in order to receive helpline assistance. This service provides help for homework and practice test problems. Therefore, it is only available for assistance in math courses equivalent to *Saxon Math 76* or higher, and the Steck-Vaughn algebra workbook, as well as the corresponding publisher tests that are suggested for extra practice. This service is not available for assistance with any problems on the required CLASS exams.

## ALGEBRA TUTORIAL

In addition to the helpline, CLASS has created an online algebra tutorial to assist students with the concepts of Algebra 1. This tutorial includes over forty lessons and is accessible through our Web site at [www.homeschools.org/support](http://www.homeschools.org/support). It presents step-by-step solutions along with a teacher's audio explanation of key concepts that are foundational to a student's success in this subject.

CLASS has designed this tutorial to support students enrolled in our high school algebra courses as well as their parent/teachers. The parent/teacher guides that accompany these courses contain detailed information regarding how parents and students should make use of the tutorial for maximum benefit.

## GEOMETRY ASSISTANCE

Christian Liberty has an email helpline to assist our students who are taking geometry. This service is designed as an opportunity for parent and student to work together in framing questions for our staff geometry specialists in the event that you and your student are struggling with a problem or an example in your geometry course. The address for the helpline is [geometryhelp@homeschools.org](mailto:geometryhelp@homeschools.org).

Please keep in mind that this is a helpline and not a tutorial service. Therefore, this service is not designed to teach your student geometry. It is still the responsibility of the parent to teach. We are here to help you when you and your student have made your best attempts to understand a problem or an example in the geometry homework, and you just cannot seem to get unstuck.

An email to [geometryhelp@homeschools.org](mailto:geometryhelp@homeschools.org) should contain the following elements:

1. Your student's full name
2. Your student's ID Number
3. The name of the course
4. The appropriate chapter and section number and/or page number in the textbook
5. The particular problem(s) or example(s) causing the difficulty
6. What attempts have been made to understand the problem(s) or examples(s)
7. What attempts have been made to solve the problem(s) and the results of your attempts

Our response to your question will usually be contained in an MS Word, or PDF, attachment to an email. Therefore, you will need to be able to open such an attachment in order to benefit from this service. We provide help for the geometry textbook exercises and review problems only. This service is not available for assistance with any problems on the Christian Liberty tests.

## EXPLANATION OF SCORES

CLASS does not return graded work. CLASS provides instead a more effective means of feedback. If you have a question about a score your student has received, you may request a professionally prepared explanation of that score. When considering your request, we assume that you have retained a copy of the pertinent document as we encourage you to do in the "Submitting Your Work" section of this handbook. We also assume that you have been teaching the course as prescribed by CLASS and that you and your student have been accessing all support materials and services made available with the course.

To receive the greatest benefit from this service, you must send in tests as soon as each one is completed. Do not wait until the end of the school year to send in all of your tests. Also, make use of the daily work and test keys that have been provided to evaluate your student's work before submission. This way, you will need to request an explanation of the score only if there is a discrepancy between the score you have calculated and one posted by CLASS. Also, do not forget to retain a copy of your student's work so you may refer to it when reading through the explanation.

**Limitations:** This service is not intended to teach your student the course. Nor is it intended for situations in which families have submitted all the tests for an entire course at one time. This service is designed to support your efforts as the parent/teacher. It is intended, in cooperation with our QuickScore Service, to provide timely corrective feedback while a course is in progress.

# School Records

*This section lists which academic records you should maintain for your home school.*

## FOUNDING DOCUMENTS

You should keep in a secure place such founding documents as incorporation papers, philosophy statements, a list of the chief officers of your school, and official home-school correspondence.

## SCHOOL ORGANIZATION DOCUMENTS

For your family's sake, diligently maintain the records listed below, especially if you have students enrolled in the Family Plan. Most home-school parents will want to develop additional record-keeping forms.

We encourage you to keep attendance records in a permanent log along with a school year calendar indicating the general schedule for each year, including holidays and vacations, etc. Presently, none of the fifty states requires more than 185 days (six hours each day) of daily attendance instruction each school year.

You should include in your permanent file a written statement outlining the course material, along with the respective publishers, used during the school year. This statement must confirm the quantity of curriculum instruction in your home school. Be sure to include in your subject offerings mathematics, science, literature, penmanship, English, grammar, spelling, history, geography, and Bible, as well as music, art, and physical education. These subjects are requirements in virtually every credible school. It should be noted that some states have one or two special courses which are mandated for all schools. The state of Texas, for example, requires that private schools teach a course in good citizenship during the elementary grades. If you have similar mandated courses in your state, you should obtain and complete this course material with your students on an independent basis.

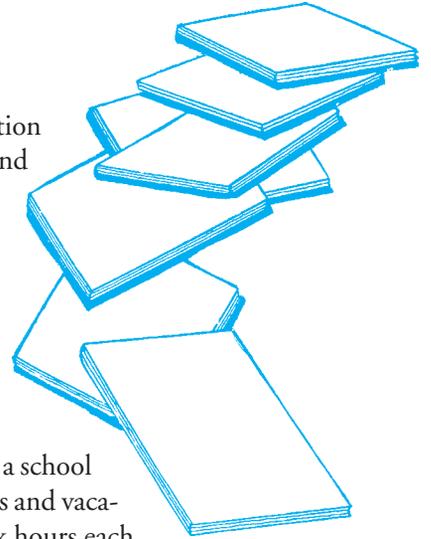
Several states require children to take a course in either state history or agriculture sometime during their elementary grades. Sources for obtaining state history courses can often be found in local libraries and colleges. Upon completion of your state history coursework, we suggest that you place this information into your student's permanent record.

Keep a running tally of each book read by your students over the course of the school year.

We urge you to keep a record of extra-curricular activities and socialization of your students. Record involvement in such activities as Sunday School, church and church youth groups, Awana, Royal Rangers, and Missionettes; field trips to a museum, the zoo, or nature hikes; participation in sports and/or membership in the YMCA/YWCA or other similar organizations. Even play with other children in the neighborhood should be recorded.

Common sense dictates that you should comply with basic health, fire, and safety codes. Few states require home schools to make arrangements for special fire and safety equipment, but you should obtain and store a copy of local ordinances should the topic of local inspection arise.

Information should be kept on file concerning your method of evaluating the basic skills development of your students, be it the Iowa Basic Skills Test, the California Achievement Test, the Stanford Achievement Test, or some other standardized measure. Annual test results should be made a part of your student's permanent file.



## CUMULATIVE RECORDS

Students entering grades ten through twelve must provide Christian Liberty with cumulative records, which are a history of the student's previous academic progress, before we can develop an individualized curriculum. We automatically request these records from the student's previous school when he enrolls in the above grade levels only. CLASS will, if the family wishes, request cumulative records for students entering at lower grade levels.

Christian Liberty stores a student's cumulative records until the student transfers to another institution, at which time they are forwarded to the next school. If the student graduates from CLASS, we keep these records in storage.

Students who take courses independent of any institution may submit their own home-school transcript with a letter requesting that it be added to the student's cumulative records. This is only necessary for high school level courses. Any home-school transcript you submit should look as professional as possible because it will become part of your student's permanent record.

## CERTIFICATE OF ENROLLMENT (CLASS PLAN ONLY)

CLASS will issue a Certificate of Enrollment upon request. If, however, CLASS has not received a reasonable amount of work for the current grade level and/or any other grade levels still open, the certificate will be issued with a statement that little or no work has been submitted for those grade levels.

## GOOD STUDENT DISCOUNT FORMS

CLASS will complete and return Good Student Discount forms from your insurance company if your student has submitted a reasonable amount of work for the current grade level and/or any other open grade levels, and has maintained the equivalent of a "B" average according to our grading system.

## WORK PERMIT

CLASS will complete and return a Work Permit if your student has been in our program for at least two (2) quarters, has sent in a reasonable amount of work, and has maintained the equivalent of a "B" average for that work according to our grading system.



**Christian Liberty Academy School System**  
A Ministry of the Church of Christian Liberty  
502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402  
Phone: (800) 348-0099 - Email: [enroll@homeschool.org](mailto:enroll@homeschool.org) - Web site: [www.homeschool.org](http://www.homeschool.org)

**Certificate of Enrollment**

The Academy Board of Governors, on August 13, 2009, has reviewed the attendance status of Samuel B. Student and acknowledges that this student is currently enrolled in the eleventh grade for the 2009-2010 school year.

All students within our church school are required to attend school for at least 185 days and complete a prescribed course of study that is substantially equivalent to public instruction.

\_\_\_\_\_  
Christian School Director

*Mark Z. Bergmann*  
\_\_\_\_\_  
Administrative Director

*Train up a child in the way he should go, and when he is old, he will not depart from it.*  
Proverbs 22:6

*Renewing the Mind... Transforming the World*

# Submitting Your Work

*This section applies only to students enrolled in the CLASS Plan.*

Submit schoolwork only from courses assigned by CLASS. Students must complete all assigned courses according to their course instructions.

## MAILING ADDRESS

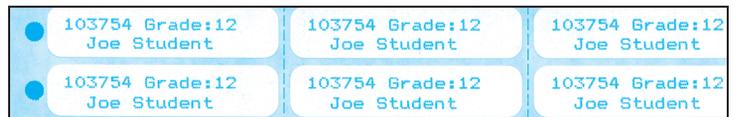
When you submit work to CLASS for grading, send it to:

ATTN: GRADING DEPARTMENT  
 CLASS  
 502 WEST EUCLID AVENUE  
 ARLINGTON HEIGHTS, IL 60004-5402

Please do not address schoolwork to Christian Liberty Press or CLP.

## STUDENT ID LABELS

We assign each enrollee a Student ID Number. Each student in grades 1–12 will receive a generous supply of labels pre-printed with his name and Student ID at the beginning of each new school term.

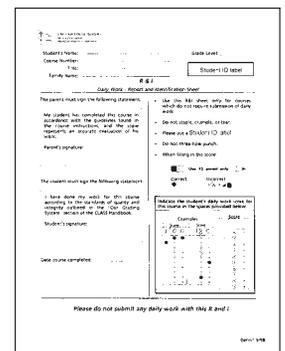


When submitting work, you must affix a Student ID label to each test, workbook, or Report and Identification sheet (R & I) which is not pre-identified. If you run out of Student ID labels, you do not need to call CLASS. You may make your own labels or simply write the same information on your work. We do not issue Student ID labels for kindergarten or Family Plan students.

## SCANNABLE TESTS AND R & I SHEETS

Most courses in the CLASS system use tests and R & I sheets which can be scanned, graded, and recorded by computer. Scannable documents are pre-identified with the course name and your student’s name and Student ID. When completing and submitting scannable documents:

1. Use a #2 soft-lead pencil to fill in the circles.
2. Erase any unnecessary marks or smudges.
3. Do not staple, crumple, or tear these documents. They may be folded neatly and returned in a standard business envelope.
4. Do not affix Student ID labels.
5. Do not three-hole punch.
6. Do not submit photocopies.



## VERIFICATION OF RECEIPT

If you return schoolwork by mail, you may obtain inexpensive verification that CLASS received your package by including a self-addressed stamped envelope. This will verify only that we received your package; it does not verify receipt of all or specific items in your package. Our customer service representatives do not have information on packages received, so your returned envelope is your only confirmation. Those who prefer greater security should send their schoolwork by methods which include tracking and/or delivery confirmation.

# PREPARING YOUR WORK FOR SUBMISSION

## INTRODUCTION

Families enrolled in the CLASS Plan submit two kinds of work: tests and daily work. When submitting either tests or daily work, do not include correspondence unrelated to grading such as enrollment applications, payments, or service requests. Tests and daily work may be submitted within the same package, but should be kept separate.

## TESTS

1. Make copies of your tests for your own records, and for protection against mail loss. CLASS is not responsible for missing tests.
2. Please do not change or correct answers on a test before submitting it to CLASS. You may review completed tests with your student, but do not make any marks or alterations on a test yourself once your student has completed it and given it to you.
3. Attach a Student ID label and include the course name and test number at the top of each non-scannable test. Pre-identified (scannable) tests must be submitted with no Student ID labels or stray marks of any kind. Do not write additional comments on pre-identified tests.
4. Staple all the pages of a non-scannable test together. Do not staple two or more tests together.
5. Do not attach R & I sheets when submitting tests. R & I sheets are for daily work only.
6. Do not mix daily work with tests.
7. Ordinarily, it is good to submit about 1/4 of your tests prior to the end of each quarter. This allows you to monitor your student's progress on each quarterly report card. If your student's scores are low, however, and you wish to receive the greatest benefit from our feedback services, submit tests as soon as possible after they are completed.
8. We suggest using a Priority Flat-Rate Envelope from the U.S. Postal Service. When submitting tests to CLASS, tests for several subjects may be included in a single envelope. In this way you can easily send several tests for a single fee. Write TESTS on the envelope.
9. Submit only the original tests received with your curriculum. Do not submit photocopies.
10. If a test you have submitted was postmarked by the quarter ending date, but does not appear on your student's report card for that quarter, fill out a Report Card Adjustment Request Form (see appendix C), staple a photocopy of the test to the form, and mail it to CLASS within forty-five (45) days (sixty [60] days if you have a foreign address) of the date we mailed quarterly report cards. We will accept photocopied tests only if the original you have submitted is missing. If you do not have a copy of a missing test, we may require your student to take the test again. Please refer to the section entitled *Report Cards* for information about quarter ending dates.

## DAILY WORK

Some courses require you to submit all your written daily work with the R & I sheet when the course is completed. Package daily work securely in a sturdy box designed for mailing. Pack the daily work first, then fill any remaining space with newspaper or other packing material that will prevent crushing or bursting which could damage your work. Seal the box using plenty of strong packing tape. Do not submit work in shoeboxes, small appliance boxes, or any other box not specifically designed for mailing.

Many courses require that you submit only a completed R & I sheet. Please read all course instructions carefully to determine if you are required to submit the daily work with the R & I sheet.

***If the course instructions require you to submit the daily work:***

1. Submit all daily work for a course after you have completed the course. Do not submit partial or incomplete daily work. You may send tests in the same package with daily work, but keep them separate. Do not mix tests with daily work.
2. We suggest that you place a Student ID label on each of the first few pages of your student’s daily work or workbook just in case it becomes separated from the R & I sheet.
3. Do not mix together the daily work for separate courses. Organize each course separately, and number the pages of non-workbook daily work being submitted.
4. Before submission, electronically save or make hard copies of research papers, book reports, and 25% of any other daily work. Retain these copies for your records, and attach the appropriate R & I sheet to the originals for each course.
5. Do not alter the answers on your student’s daily work before submitting it to CLASS.
6. CLASS is not responsible for missing daily work. If your daily work is missing, we may require your student to complete a make-up assignment, at the discretion of CLASS, to receive credit.

***If the course instructions do not require you to submit the daily work:***

1. Upon completion of the course, calculate your student’s final daily work score according to the guidelines in the course instructions and *Making the Grade*.
2. Mark the daily work score on the appropriate R & I sheet. For grades 1–6, be sure to sign the R & I sheet. For grades 7–12, be sure that both you and your student sign the R & I sheet.
3. You may submit one or more R & I sheets to CLASS in a standard business envelope. Make copies of your R & I sheets for your own records and for protection against mail loss. If you have submitted an R & I sheet which is not reflected on your student’s report card, follow the same procedures outlined in #3 of the *Tests* section above.

## DAILY WORK STANDARDS

### REQUIRED INSTRUMENT AND STYLE

| Grade Level | Type of Work               | Required Instrument        | Required Style |
|-------------|----------------------------|----------------------------|----------------|
| K–3         | All Daily Work             | #2 Pencil or Erasable Pen  | Manuscript     |
| 4–12        | Technical and Short Answer | #2 Pencil or Erasable Pen* | Cursive        |
| 4–12        | Composition or Essay       | Pen or Erasable Pen*       | Cursive        |

\* Students in the 7th and 8th grades may use a computer word processing program for book reports and research papers only. Students in grades 9–12 may use word processing for all daily work except grammar, math, and science. When using a word processing program, a student may not use the spell check function.

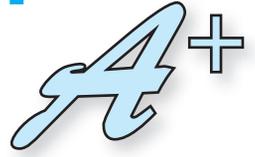
Complete all written work in the workbook provided or on standard 8 1/2” x 11” notebook paper if a workbook is not provided. Wherever possible, students should respond using complete and well-developed sentences. You may find it helpful to use a three-ring binder to organize daily written work subjects.

Students must write their own answers. You may not write answers for your students unless approval has been granted in advance by CLASS.



# Our Grading System

*This section applies only to students enrolled in the CLASS Plan.*



## HOW GRADING WORKS

Our grading system is a cooperative effort between you and CLASS. We are committed to quality and integrity in grading, but you, the teacher, deserve to have input into your student's final grade. Therefore, we expect you to grade your student's daily homework assignments for courses which include daily work keys, and to report his final daily work score to us.

Some courses require you to submit your graded daily work to CLASS for our review, but many of our courses allow you to decide how much daily work your student must complete, and require that you submit only a completed Report & Identification sheet (R & I) with the final daily work score recorded on it.

Please carefully read the course instructions for each course in order to determine the submission requirements, which differ from course to course.

## GRADING POLICY

### TESTS

Tests comprise between 50% and 80% of your student's final grade, depending on the course, so it is important that you carefully monitor your student's test-taking process.

1. We may deduct points from a student's score for not following test instructions even if the answers are correct. For example, you must show your work for certain math tests.
2. We will count incomplete sections of a test as incorrect.
3. We do not return graded tests. Scores for tests will appear in a QuickScore email and on your quarterly report cards. If you have a question about a test score, you may ask for an explanation of the score through our Customer Service Department. Submit tests as soon as each one is completed in order to receive the greatest benefit from our feedback services. Do not wait until all tests are completed before submitting them.
4. If you disagree with a test score which appears on your student's report card, you may ask that the score be reviewed if you do so within 45 days (60 days if you have a foreign address) of the date we mailed quarterly report cards. For questions about test scores that appear in a QuickScore email, respond immediately to the email you receive. For further information, please see the sub-section Explanation of Scores under the section entitled "Student/Teacher Support."

### DAILY WORK

1. Use the answer key to grade your student's work on a daily basis.
2. Determine the number of points earned by the student for answering questions correctly. Each question or problem counts as one point. It is possible that a question may have more than one part. The instructor may, therefore, award partial credit for those portions that are correct.
3. Compute the percentage score for the daily work by dividing the number of points earned by the total number of points possible from all of the questions or problems required by the instructor.
4. Compare the quality of the student's written work with our recommended standards in *Making the Grade*

found in your student's pack of printed forms. Deduct the appropriate number of points from the percentage score. This determines your student's final daily work score.

5. If the course instructions do not require you to submit the daily work with the R & I sheet, follow the specific grading guidelines included in the course instructions, indicate the student's final percentage score on the R & I sheet, and submit only the R & I sheet to CLASS.
6. If the course instructions require you to submit the completed daily work with the R & I sheet, indicate the student's final percentage score on the R & I sheet, attach the R & I sheet to the daily work, and submit both to CLASS. Retain electronic or hard copies of the originals for your own records.
7. We check submitted daily work to make sure it has been completed according to the course instructions, that you have graded it accurately, and that it meets our standards of quality and integrity. We reserve the right to make adjustments to the final score based on this evaluation.
8. We do not save or return submitted daily work after processing. As with tests, grades for daily work which has been submitted and graded during a particular quarter will appear in a QuickScore email and on the next report card.

## CLASS GRADING SCALE

|        |   |                  |
|--------|---|------------------|
| 94–100 | A | Excellent        |
| 87–93  | B | Good             |
| 77–86  | C | Fair             |
| 70–76  | D | Poor but Passing |
| 0–69   | F | Failing          |
|        | S | Satisfactory     |
|        | U | Unsatisfactory   |

## RETAKEING A COURSE

If your student fails a course in grades K–7, you may request a course retake, but retakes are not required at this level. Students in grades 8–12, however, who fail required courses, must retake them to fulfill graduation requirements. You may retake a course only once. **If the retake is failed, the “F” will stand, and the failing grade may prevent your student from graduating.** Therefore, we strongly encourage families to work closely with their students who are retaking failed courses to make sure that they understand the concepts involved, and that they are applying themselves diligently to the goal of passing the course. Parents will be responsible for the administrative costs of setting up the retake as well as for any course materials which CLASS may need to ship.

If your student receives a “D” in a course, you may request a retake, although a retake is not required. **The final grade on the retake will stand, even if the grade is an “F.”** Retakes are not available for grades of “C” or higher.

## OUR STANDARDS OF INTEGRITY

CLASS has a no-tolerance policy regarding cheating and plagiarism. Concerning these issues, we strongly encourage parents to “be wise as serpents and harmless as doves” (Matthew 10:16b NKJV). Please provide your student with the oversight and discipline necessary to prevent this behavior. Repeat offenders may face serious consequences, including expulsion.

## DAILY WORK COPYING POLICY

This section essentially covers daily work which you have submitted, but you should apply these same standards to the daily work you grade which you are not required to submit. Your signature on the R & I sheet testifies that you have done so.

On daily work, CLASS does not penalize students for copying single words, short phrases, technical definitions and vocabulary, or single-sentence answers from the textbook, nor for restating a question to form a complete sentence. Neither do we penalize a student for occasional or coincidental similarities between correct answers and the answer key. Extensive plagiarizing from textbooks, plagiarizing from other books or printed materials, plagiarizing from answer keys, plagiarizing or copying from the Internet or any other electronic source, and copying from another student, however, are forbidden. We expect students to do their own work and to answer in their own words. Corrections to a student's answers should be achieved by guiding the student to the appropriate places in the textbook where the answers may be found, not by directly communicating the answers in the answer key or teacher's manual to the student.

If CLASS determines that a student's answers on any portion of a written daily work assignment have been influenced by the contents of an answer key or teacher's manual, the student will receive a "0" on the entire assignment. Students must NEVER have either direct or indirect access to the contents of test or textbook answer keys or teacher's manuals at any time during the school year. Answer keys and teacher's manuals are provided for parent use only so that the parent may grade the student's daily work, and guide the student to the appropriate places in the textbook for necessary corrections.

If CLASS determines that any portion of a student's written daily work assignment has been plagiarized from any other written or electronic source, the student will receive a "0" on the entire assignment.

If CLASS determines that two or more students have collaborated and copied from each other on any portion of a written daily work assignment, all of the students will receive a "0" on the entire assignment.

If a daily work failure due to cheating or plagiarism results in a course failure, CLASS may permit the student to retake a substitute course in the same subject (if available) at the parents' request and at the discretion of CLASS. All terms of the retake (if approved) will also be at the discretion of CLASS.

Should a retake be approved, the student will be penalized one letter grade regardless of the student's actual score on the retake. Parents will be responsible for all administrative costs related to the case as determined by CLASS. Parents will also be responsible for any course materials which CLASS may need to ship. All other retake policies and procedures apply.

## TEST COPYING POLICY

If CLASS determines that a student has cheated on any portion of a test, we will issue a score of "0" for the entire test.

Students may not refer to textbooks, notes, Bibles, any other support materials either written or electronic, or receive coaching from anyone while taking a test or an exam unless such assistance is explicitly permitted in the course instructions. Students must NEVER have either direct or indirect access to the contents of test or textbook answer keys at any time during the school year. Furthermore, the answers in a test or textbook answer key or teacher's manual should not in any way be communicated to the student for the purpose of answering test questions.

If CLASS determines that a student's answers on any portion of a test have been influenced by the contents of an answer key or teacher's manual, the student will receive a "0" on the entire test or exam.

If CLASS determines that a student's answers on any portion of a test or exam indicate cheating or plagiarism from any other source, either written or electronic, the student will receive a "0" on the entire test or exam.

If CLASS determines that two or more students' answers on any portion of a test or exam indicate that they have collaborated and copied from each other, all of the students will receive a "0" on the entire test or exam.

If failing the test or tests results in course failure, the same retake policy outlined above for daily work will apply.

As Biblical Christians, we should all understand the impact of sin in our lives and the lives of our children. In our several decades of serving the home school community, we have learned that academic cheating occurs even in the Christian home school, at times leaving us at CLASS with the unpleasant task of failing the student and informing the parents. Therefore, we again strongly encourage you, the parent/teacher, to be actively involved at all levels of your student's study and to closely and consistently monitor your student's behavior within your home school.

## REPEAT OF GRADE LEVEL

In some situations, you may desire, or be required, to repeat an entire grade level.

When a repeat-of-grade occurs, the courses previously listed for that grade level are deleted and new courses are assigned. At the discretion of CLASS, we may decide to move some or all of the previously assigned courses to the repeated grade level so that:

1. these courses do not have to be retaken
2. the academic credit for these courses can apply toward graduation requirements.

## DUE TO GRADE LEVEL EXTENSION LIMITATIONS

If a grade level is not completed by the end of the seventh quarter, the student is withdrawn from that grade, and the grade level expires. If the incomplete courses are required for graduation, the grade level may have to be repeated. Contact our Customer Service Research Department (by email at [custserv@homeschools.org](mailto:custserv@homeschools.org)) to determine whether this is necessary.

## DUE TO MULTIPLE FAILURES

Students in grades 8–12 who fail the same required course a second time no longer qualify for graduation. Families may appeal in writing for special consideration if they find themselves in such a situation. Based on the merits of the appeal, CLASS may approve a repeat-of-grade to allow the student a final attempt to fulfill graduation requirements. Such approval is completely at the discretion of CLASS based on the merits of the case as determined by CLASS.

## DUE TO REMEDIAL OR SPECIAL STATUS

If a student is below grade level in several subjects, either as a result of poor achievement test scores or because of a special status situation, the family may choose to have him repeat the grade level. Doing so will allow him to be assigned the next level of courses, which will bring him more in line with the grade level enrolled in (and possibly remove any special status designation). Contact our Enrollment Department (by email at [custserv@homeschools.org](mailto:custserv@homeschools.org)) if you wish to pursue this option.

Depending on the nature of the repeat-of-grade, tuition and fees may vary and will be assessed at the discretion of CLASS.

# Report Cards

*This section applies only to students enrolled in the CLASS Plan.*

Report cards are issued four times a year, approximately four to six weeks after the quarter ending dates indicated below. Tests and daily work must be postmarked by these dates in order for grades to appear on the report card. Send all the required daily work for a course at the same time after you complete the course. Your report cards will reflect test scores, daily work grades, and final grades in those courses where work has been submitted. Please retain the report cards we send you so that you can verify grades received during the year. We send report cards only to students in the CLASS Plan.

| Quarter | Begins     | Ends       |
|---------|------------|------------|
| 1       | June 17    | October 31 |
| 2       | November 1 | January 27 |
| 3       | January 28 | April 7    |
| 4       | April 8    | June 16    |

## REPORT CARD ADJUSTMENTS

You are responsible for reviewing your students' report cards to verify that scores and grades for all work submitted during a quarter appear on the report card as expected. If you believe there is an error on your report card, submit a completed Report Card Adjustment Request form. You can find this form in Appendix C, or you may submit the online form on our Web site. You must submit the form within 45 days of the date we mailed your report card, or, if you have a foreign address, within 60 days. Prior to filling out the request form, please review the handbook and specific course instructions to make certain all requirements were met. Because we do not require specific segments of course work to be submitted during particular quarters, we cannot notify you of missing work.

## FINAL GRADES

We will issue a final letter grade for a completed course only after all work for that course has been submitted. The final grade will be based on the student's test scores and daily written work. Each final letter grade becomes the official transcript grade. Courses which have no chapter tests will be given only one final letter grade upon completion of the course. All CLASS courses will receive a separate grade on report cards and transcripts so that you can easily identify completed courses.

The grades on a report card are based solely on work postmarked by the ending date of the related quarter. If students have sent no work to CLASS during a particular quarter, no report card will be sent. If you submit work in the new quarter before you receive the report card for the previous quarter, grades for the new work will appear on a later report card. This means a student may receive some final grades on one report card and other final grades on another report card. A grade level is not considered complete until a final grade has been issued for each of the assigned courses.

Work at the kindergarten level will not be given a letter grade on report cards. A final report card will indicate whether the work was satisfactory or unsatisfactory. A Certificate of Completion will be issued to all students who satisfactorily complete and submit their kindergarten studies as required. Certificates will be sent a few weeks after we have mailed the satisfactory report card to the kindergarten student.

# NUMBERING TESTS

Test scores appear on report cards in the order that they are presented in your student's test packet. Please keep in mind that some courses will have review tests interspersed with the normal chapter tests. For these courses, it is important to note when a review test falls into the sequence of testing. The report cards do not distinguish between chapter tests and review tests.

The following example shows that the score for test seven is not the score for chapter seven. Therefore, be sure to record the total number of tests for each of your student's courses and be sure that you remember the sequence of your student's review or mid-term tests.

|          |      |      |      |      |      |      |          |      |      |            |
|----------|------|------|------|------|------|------|----------|------|------|------------|
| TEST #   | 1    | 2    | 3    | 4    | 5    | 6    | 7        | 8    | 9    | 10         |
| SEQUENCE | Ch.1 | Ch.2 | Ch.3 | Ch.4 | Ch.5 | Ch.6 | Mid-term | Ch.7 | Ch.8 | Final Test |

Following is an example report card and explanation.

EXAMPLE REPORT CARD



**Christian Liberty Academy**  
502 W. EUCLID AVENUE  
ARLINGTON HEIGHTS, ILLINOIS 60004

Quarter 1 ends October 31st, 1997  
Quarter 2 ends January 27th, 1998  
Quarter 3 ends April 7th, 1998  
Quarter 4 ends June 16th, 1998  
Quarter 5 ends October 31st, 1998

### REPORT CARD

Student ID: 777923      Student Name: Christopher Parent      Grade Level: 12      Quarter: 5      GRADE LEVEL START DATE: June 17, 1997      GRADE LEVEL END DATE: October 31, 1998

| Course Description                    | Test Number and Test Scores |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | Grades       |              |     |         |   |
|---------------------------------------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|--------------|-----|---------|---|
|                                       | 1                           | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | Qtr Test Avg | Test To Date | R&I | % Final |   |
| The Ministry Of Christ, 2nd Half      |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              | 98           | 98  | 2       | S |
| The Literature Of The American People |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              | 94           | 94  | 3       | A |
| Book Reports 4th - 12th               |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              | 98           | 98  | 3       | A |
| Language Exercises Review             | 100                         | 100 | 100 | 100 | 100 | 88  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              | 98           | 95  | 3       | A |
| Working With Numbers: Algebra         | 85                          | 95  | -   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              | 95           | 90  | -       | A |
| God and Government, Volume 2          | 100                         | 95  | 95  | 100 | 100 | 90  | 95  | -   |     |     |     |     |     |     |     |     |     |     |     |     |              | 96           | -   | -       | A |
| Economics: Principles And Policy      | 87                          | 93  | 93  | 90  | 85  | 95  | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100          | 95           | 95  | 4       | A |
| Streams Of Civilization: Volume 1     | 95                          | 100 | 90  | 100 | 100 | 100 | 100 | 100 | 90  | 95  | 95  | 90  | 100 | 95  | 100 | 100 | -   |     |     |     |              | 97           | -   | -       | A |
| Physical Education                    |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              |              |     | 4       | B |
| Art                                   |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              |              |     | 4       | B |
| Music                                 |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              |              |     | 4       | A |
|                                       |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              |              |     | 4       | A |
|                                       |                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              |              |     | 4       | A |

This grade level is Incomplete — 10

DAR

11 Family Name: MR & MRS CLASS PARENT, 502 W. EUCLID AVE., ARLINGTON HTS, IL 60004

\* Final grade indicates course completed

Grade Scale:  
A = 100 - 94  
B = 93 - 87  
C = 86 - 77  
D = 76 - 70  
F = 69 - 0  
S = Satisfactory  
U = Unsatisfactory

## EXAMPLE REPORT CARD EXPLANATION

*The items below correspond to the numbered items in the example report card on the previous page.*

1. The student's quarters and the end date for each are listed. The current quarter is highlighted in **bold** print. If you request and pay for extensions, this schedule will be adjusted on your next report card.
2. The number in the box under "Quarter" is the student's quarter for which the report card was issued. See *Enrolling with CLASS* for curriculum shipping dates and the related ending dates.
3. The "R & I" column lists a percentage or letter grade for completed daily work. The example shows a satisfactory grade for *The Ministry of Christ, 2nd Half* and that the completed daily work for this course was submitted during the student's second quarter.
4. A score of 98 for Book Reports was recorded in the R&I column for work submitted in the student's third quarter.
5. The "Test To Date" column indicates the average score for all tests recorded for this subject. In the example, the student's average test score for *Language Exercises Review* is 98.
6. "Qtr Test Avg" shows the average score for tests recorded in the current quarter only. In the example, the student's fifth quarter test average for Algebra is 95.
7. The "Final" column indicates the final grade for each completed course. A final letter grade will appear in this column only after all work for a course has been received and graded. All courses for grades 1–12 are listed separately and the grade level is not considered complete until every course has a final grade listed. In the example, the student received a final grade of "A" in *Language Exercise Review*.
8. Dashes indicate that a test or R & I sheet must be submitted, or has not yet been recorded. If a dash appears for an item that was postmarked in the quarter being reported, please complete and send a Report Card Adjustment Form, available in Appendix C or online.
9. Twelve tests for Economics have been recorded. The student submitted tests one and two during his first quarter and received the scores of 87 and 93. Tests three through five were submitted in his second quarter and received scores of 93, 90, 85...etc.
10. If any courses have not been completed by the quarter ending date, this message will read: "This grade level is incomplete." If all courses have been completed by the end of the quarter, the message will read: "This grade level is complete."
11. This is your Family ID. It may or may not be numerically similar to the Student ID found in the upper left corner of the report card.

## QUICKSCORE

If you have provided a valid email address to CLASS, we will send your student's test scores directly to you on the same day they are posted in our computer records. You will receive no more than one email per day, and only on days in which scores were posted for your student.

If you are expecting but not receiving any scores, there are several possible reasons. One is that you have not submitted any work for a while. Another is that the scores simply have not been recorded yet. Yet another reason is that there might be a problem with your email host.

One fairly obvious reason you may not have received QuickScore emails is that we do not have a valid email address in your file. This is easily remedied. To give us your email address or update it, please go to **www.homeschools.org** and click on *Support*, then *Forms and Support Materials* (at the bottom of the menu). Under *Forms*, complete the Email Address Form.

# Graduation



*This section applies only to students enrolled in the CLASS Plan.*

Students in the CLASS Plan officially graduate from Christian Liberty when their final eighth or twelfth grade coursework has been completed, submitted, graded, and recorded.

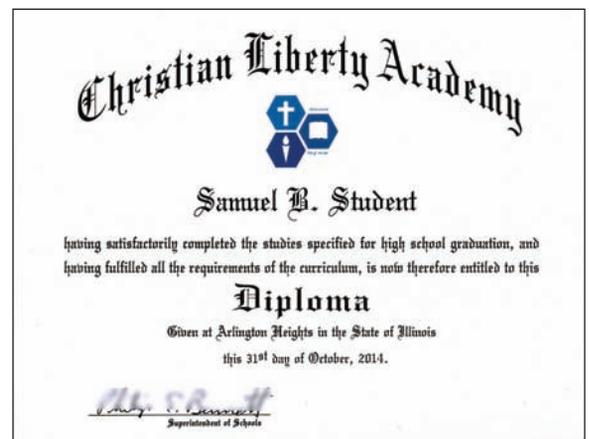
## ON-CAMPUS GRADUATION CEREMONY

Christian Liberty hosts an annual on-campus graduation ceremony for all eighth and twelfth grade graduates who wish to attend. This ceremony is usually held on the second or third Saturday in June for those students (and their families) who graduate anytime from the previous September to the following August. A complete graduation packet is mailed in February to families with eligible students. Twelfth graders also receive information on how to order caps, gowns, class rings, and announcements. If you do not receive this information by March 1 and you believe you are eligible, contact our Customer Service Department.

Students will not receive diplomas at the ceremony. Diplomas will be mailed upon actual completion.

## DIPLOMAS

An eighth grade diploma (not shown) is awarded upon successful completion, grading, and recording of all eighth grade coursework. A twelfth grade diploma (shown) is awarded upon successful completion, grading, and recording of all ninth through twelfth grade course requirements, without regard to performance in elementary grade levels. The graduation date printed on the diploma will be the last day of the quarter in which work was completed. Diplomas are processed and mailed independently of report cards and may arrive later than your final report card.



## KINDERGARTEN CERTIFICATES OF PROMOTION

A Kindergarten Certificate of Promotion is awarded upon successful completion of the Kindergarten course of study. An Advanced Kindergarten Certificate of Promotion is awarded upon successful completion of the Advanced Kindergarten course of study. (Certificates not shown.)



## SPECIAL STATUS CERTIFICATES OF COMPLETION

Students who complete all of their assigned courses in their eighth or twelfth grade levels as special status students do not receive a diploma. They are awarded a Certificate of Completion which states that the student “has completed a modified (eighth/twelfth) grade course of study.”



# Transcripts

*This section applies only to students enrolled in the CLASS Plan.*

Christian Liberty Academy may issue transcripts both for students who are leaving and for those who are remaining in our school system. Because transcripts are processed differently for these two groups, it is important to state in your request whether your student is being withdrawn from CLASS. Unless you indicate otherwise, we will assume you intend to withdraw from CLASS when your transcript is sent to a pre-college level institution.

## RELEASE SIGNATURE

A release signature is required on most transcript requests to prevent unauthorized parties from obtaining access to your student's records. The signature must be that of the person who actually signed the enrollment application, or the student if he is at least eighteen (18) years of age. CLASS may choose to waive this requirement for transcripts being sent to colleges, universities, or scholarship organizations. Christian Liberty will not send a transcript until the required signature is received. If a transcript request is received without the required signature, we will attempt to contact the family by letter or email.

## TRANSCRIPT CONTENT

Unless you submit coursework near the end of a CLASS quarter, you should allow one to two months for it to be graded and recorded. If you have coursework that must be listed on your transcript, make sure it is mailed well before your transcript request. You should state in your request whether you want specific courses and/or grade levels complete before your transcript is processed. If no information is given, we will process the request regardless of any outstanding work.

Christian Liberty awards academic credit for completed courses only; no credit is given for an unfinished course. If courses are incomplete at the time a transcript is sent, your transcript will show the grade-to-date and percent-age-complete of all incomplete courses.

## FEE

All CLASS Plan students are eligible to receive one transcript free of charge. Each subsequent transcript costs \$5.00 per document. An additional \$5.00 fee per destination is charged for any transcript that is faxed or emailed by CLASS. Payment must be sent with your transcript request. Requests received without the full payment will not be processed until payment is received. If your account has a past due amount, the past due amount must also be paid before we will process your request.

## MAILING

You must legibly print the complete name and address of the place where you want the transcript sent. This is especially important for college requests since many schools have the same name. We will mail the transcript to the address listed on the request. Missing or illegible information can result in a document that is unmailable.



If you send us a college or scholarship application with your request, be sure you first fill in any information about the personal character and academic performance of the student. As the instructor, you are the most qualified to provide this information. If we receive a request where this information has not been supplied, we will mail the request to you, with the transcript enclosed. You should complete the application and forward it accordingly.

## REQUESTS FOR NON-COLLEGE LEVEL INSTITUTIONS

These transcripts consist of:

1. An official copy of all final scores and credits awarded to-date by Christian Liberty. This document will also show information about incomplete courses assigned by CLASS, including: grade-to-date, credit-value, and percent-of-work-complete.
2. The original copies of any cumulative records and college test results on hand.
3. The student's most recent achievement test scores.
4. Any forms the requesting school requires us to complete.

A release signature is required from the enrolling parent/guardian before the transcript can be sent.

## FAMILY REQUESTS

Families may request a transcript for several reasons, including: starting their own home school, acting as intermediary for a college application, or obtaining a copy for their records. Because some options presume you are withdrawing from the CLASS program, you must state why you are requesting the transcript. If you do not state the reason for your transcript request, we may assume that the student is leaving our program and will process the request accordingly; any cumulative records on hand will be sent to the family.

While Christian Liberty will send cumulative records to—or receive cumulative records from—a family, many other schools will not. Therefore, if you are transferring to another school, we recommend you have that school's officials request your transcript. Make sure your release signature is on that request.

Family requests are processed as either college or non-college requests. Please refer to those sections above for information regarding transcript contents and any specific requirements you must meet.

## OTHER REQUESTS

Other requests include, but are not limited to: legal cases, military and civil service requests, and employment applications. Such requests are handled on an individual basis because no standard rules apply. These requests are generally treated as college-level requests, but a parent/guardian (or student if over eighteen) release signature is required.

# TRANSCRIPT EXPEDITE SERVICE

The Transcript Expedite Service provides quick processing of work only for those who are responding to immediate legal challenges, and for high school students faced with an imminent deadline for scholarship consideration or entrance into the military. It is not available to those who simply wish to speed up the grading of their coursework.

If you believe you meet these criteria, contact our Customer Service Department for details and fee information. If your request is approved, the necessary packet of forms will be mailed to you. Only coursework submitted under the terms outlined in the expedite packet is eligible for this service. Work submitted outside the expedite process may or may not appear on the expedited transcript.



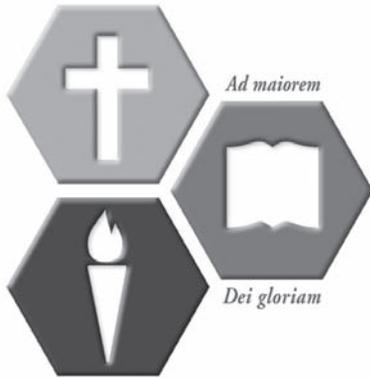
# ***Appendices***



# Appendix A: School Spirit

*Home-schooled students are as much a part of Christian Liberty Academy as students who attend on-campus in Arlington Heights, Illinois. For this reason, we include the following school spirit information. Catch the spirit!*

## THE CHRISTIAN LIBERTY ACADEMY LOGO



The cross symbolizes, as it has for twenty centuries, our salvation through the sacrifice of Jesus Christ at Calvary. In educational terms, the cross is our reference point for determining all truth. Creation itself points us to the cross as the centerpiece of history and knowledge. The open book represents primarily the Scriptures, which reveal God and what He has done in history through Jesus Christ. The book further symbolizes Christian education—the discovery of all God’s truth and His will. The torch stands for the light of revelation given to us by the Holy Spirit. Only His Spirit can guide us into knowledge of the truth. The Latin phrase *Ad maiorem Dei gloriam* means “For the greater glory of God.” It reminds us that our works are to have one ultimate purpose—that men will come to acknowledge the power and love of God.

## SCHOOL COLORS

The school colors are royal blue and white.

## CLASS RINGS

We will send information about our class ring free of charge upon request. Rings are ordered directly from the manufacturer. Please send a separate letter to CLASS when requesting ring information. Mark your envelope “School Ring Information Request.”

## TEAM NAME AND MASCOT

Students at Christian Liberty are referred to as chargers—steeds known for their fearless strength and agility. Mr. Alan Hughes, former athletic coach for our school, describes the charger this way:

A charger is a horse, but not an ordinary horse. A charger is special. Have you ever seen a picture of a knight sitting on his horse, or Army cavalry officers leading their horses into battle? Well, the horse you are picturing is a charger. Because we do not have knights protecting us today, and the cavalry no longer uses horses, we do not hear the term *charger* anymore. We at Christian Liberty, however, use the charger as our mascot for two reasons. First, there is the noble history of the chargers, who were chosen for their speed, strength, and courage. Second, when the Lord Jesus Christ returns, He is pictured as riding on a charger. The book of Revelation says that when Christ comes back He will be on a white horse and He will be engaged in battle.



If a knight uses a charger, what would a king use? We know that Jesus is the King of Kings. We also know that He is called the Captain of the Lord’s Army. If we are talking about Christ’s humility, we are talking about his coura-

geous ride on a donkey to certain death to pay the penalty for our sins, and to be our sacrifice. But if we are talking about Christ coming in glory, we are talking about Christ on a charger, ready to totally defeat His enemies.

Note how God describes a charger going into battle:

Have you given the horse strength? Have you clothed his neck with thunder? Can you frighten him like a locust? His majestic snorting strikes terror. He paws in the valley, and rejoices in his strength; he gallops into the clash of arms. He mocks at fear, and is not frightened; nor does he turn back from the sword. The quiver rattles against him, the glittering spear and javelin. He devours the distance with fierceness and rage; nor does he stand firm, because the trumpet has sounded. At the blast of the trumpet he says, "Aha!" He smells the battle from afar, the thunder of captains and shouting. Job 39:19–25 NKJV

We at Christian Liberty are proud to be chargers. Not only while we are involved in sports, but in every area of life we will be chargers for the glory of God. We will be strong and courageous as we go forth into the world to do spiritual battle with God's enemies.

## CHRISTIAN LIBERTY ACADEMY ANTHEM

**Lord, We Give Thee Thanks** Mike Sherman  
C dim

A March C

For Chris-tian Lib-er-ty A-cad-e-my, Lord, we give Thee

1 thanks; For boys and girls who love the Lord,

5 Lord, we give Thee thanks. Lead us, guide us Lord, we pray,

8 Keep us in Thy will each day; For Chris-tian Lib-er-ty A-cad-e-my,

12 Lord, we give Thee thanks. Lord, we give Thee thanks.

16

© 1989 Mike Sherman

*Mr. Mike Sherman  
(1917–2009)*

*Mr. Sherman taught Bible to kindergarten students at Christian Liberty Academy. He wrote this song of thanksgiving for them. We pray that it blesses you as well.*

# Appendix B: Resources

Christian Liberty has compiled a list of resources on a variety of topics that may be of interest to you and your family. This listing can be found our Resource Library available on our Web site at **[www.homeschools.org/support](http://www.homeschools.org/support)**. Topics of interest include, but are not limited to:

|                             |                                     |
|-----------------------------|-------------------------------------|
| Anatomy and Physiology      | History (Canadian, State, and U.S.) |
| Apologetics                 | Internet                            |
| Art                         | Languages                           |
| Astronomy                   | Law                                 |
| Biblical Studies            | Literature                          |
| Biology                     | Mathematics                         |
| Building a Christian Family | Ministries and Resources            |
| Chemistry                   | Music                               |
| Civics                      | Phonics Aids                        |
| College Preparation         | Physical Education                  |
| Computers                   | Physics                             |
| Creation Science            | Political Issues                    |
| Drivers Education           | Science and Scientific Equipment    |
| Earth Science               | Special Education                   |
| Gifted Children             | Sports                              |
| General Education Supplies  | Technology                          |
| Geography                   | Theology                            |
| Graduation Supplies         | Weather                             |
| Health                      | Worldview                           |
| Higher Education            | Zoology                             |



# Appendix C: CLASS Forms

- Change of Address Form
- Report and Identification Sheet (*for reporting score only*)
- Report and Identification Sheet (*for submitting work*)
- Curriculum Adjustment Request Form
- Reusable Book List
- Transcript Request Form
- Report Card Adjustment Request Form
- Authorization Form
- Referral Form
- Customer Service Call Log

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*Blanks of the forms listed above are provided on the following pages for your convenience. Photocopy the blank form and fill in the copy, thus preserving the original in your handbook. Be careful! Fill out the forms completely; some are two-sided. If you need additional copies of these or other forms, you may obtain them from the Support section of our Web site at [www.homeschools.org](http://www.homeschools.org), or by calling our Customer Service Department at (800) 348-0899.*

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# CHRISTIAN LIBERTY ACADEMY SCHOOL SYSTEM

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

PHONE: (800) 348-0899 ~ EMAIL: [custserv@homeschools.org](mailto:custserv@homeschools.org) ~ WEBSITE: [www.homeschools.org](http://www.homeschools.org)

A MINISTRY OF THE CHURCH OF CHRISTIAN LIBERTY SINCE 1967

## CHANGE OF ADDRESS FORM

Please submit *prior* to any permanent change of address.

PLEASE PRINT CLEARLY

Family ID \_\_\_\_\_ Effective Date \_\_\_\_\_

Head of Household \_\_\_\_\_

Spouse \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Comments \_\_\_\_\_

### Old Address Information

For identification purposes only

Address \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

### New Primary Address

Address \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

If you have a P.O. Box, please provide a street address in the Shipping Address section below.

Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Home

Specify

Email \_\_\_\_\_

### New Shipping Address

Shipping address is used for curriculum materials only.

Address \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

A physical address is required for all UPS shipments.

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Required for UPS and Express deliveries

Specify



*Christian Liberty Academy*  
502 W. EUCLID AVENUE  
ARLINGTON HEIGHTS, ILLINOIS 60004

Student's Name: \_\_\_\_\_  
Course Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Family Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student ID label

**R & I**

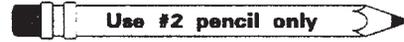
*Daily Work - Report and Identification Sheet*

The parent must sign the following statement.

My student has completed this course in accordance with the guidelines found in the course instructions, and the score represents an accurate evaluation of his work.

Parent's signature: \_\_\_\_\_

- \* Use this R&I sheet only for courses which do not require submission of daily work.
- \* Do not staple, crumple, or tear.
- \* Please use a Student ID label.
- \* Do not three-hole punch.
- \* When filling in the score:



The student must sign the following statement.

I have done my work for this course according to the standards of quality and integrity outlined in the "Our Grading System" section of the CLASS Handbook.

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

Indicate the student's daily work score for this course in the spaces provided below.

| Examples                                                        |                                                                      | Score |   |
|-----------------------------------------------------------------|----------------------------------------------------------------------|-------|---|
| Score                                                           | Score                                                                |       |   |
| 1 0 0                                                           | 8 5                                                                  | 0     | 0 |
| ● 1 1<br>● 2 2<br>3 3<br>4 4<br>5 5<br>6 6<br>7 7<br>8 8<br>9 9 | 1 0<br>1 1<br>2 2<br>3 3<br>4 4<br>4 ●<br>6 6<br>7 7<br>● 8 8<br>8 8 | 1     | 0 |
|                                                                 |                                                                      | 1     | 1 |
|                                                                 |                                                                      | 2     | 2 |
|                                                                 |                                                                      | 3     | 3 |
|                                                                 |                                                                      | 4     | 4 |
|                                                                 |                                                                      | 5     | 5 |
|                                                                 |                                                                      | 6     | 6 |
|                                                                 |                                                                      | 7     | 7 |
|                                                                 |                                                                      | 8     | 8 |
|                                                                 |                                                                      | 9     | 9 |

Date course completed: \_\_\_\_\_

**Please do not submit any daily work with this R and I**



# CURRICULUM ADJUSTMENT REQUEST FORM

Use one form per student. You may photocopy this form (both sides) as needed to make additional requests.

Date of Request \_\_\_\_\_ Family ID \_\_\_\_\_

Head of Household (last, first) \_\_\_\_\_  
(As listed on mailing label or packing list)

Family's Current Address \_\_\_\_\_

(Check if new) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## Student Information

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade Level \_\_\_\_\_

## General Comments

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## Choose Each Option That Applies

Course changes or additions must be requested within six months after the date the curriculum was shipped. More time may be granted to those whose books were shipped between April 8<sup>th</sup> and September 1<sup>st</sup>. Course deletions may be requested at any time prior to course completion. CLASS reserves the right to deny a request if it falls beyond the allowable time limit or if CLASS considers the requested action to be inadvisable for any other reason (you will be notified if such an event occurs).

Course numbers and titles can be found on your student's packing list.

**I received the following courses as listed on my packing list, but I request more appropriate alternatives for the reasons indicated.**

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Too difficult (student has not mastered the preliminary skills necessary for understanding this course)

Too easy (student has already mastered all the concepts covered in this course)

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Too difficult (student has not mastered the preliminary skills necessary for understanding this course)

Too easy (student has already mastered all the concepts covered in this course)

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Too difficult (student has not mastered the preliminary skills necessary for understanding this course)

Too easy (student has already mastered all the concepts covered in this course)

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Too difficult (student has not mastered the preliminary skills necessary for understanding this course)

Too easy (student has already mastered all the concepts covered in this course)

**Do not return original course materials until you have received your new materials.** Original course materials must be returned in reusable condition. CLASS will charge you for materials returned that are not reusable.

Head of Household \_\_\_\_\_ Family ID \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade Level \_\_\_\_\_

**The following items are listed on the packing list but were not received.** (They were not marked "B," "C," or "D.")

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Textbook  Workbook  Tests  Course Instructions  Answer Key

Other \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Textbook  Workbook  Tests  Course Instructions  Answer Key

Other \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Textbook  Workbook  Tests  Course Instructions  Answer Key

Other \_\_\_\_\_

**I would like the following courses added to my student's curriculum.** I understand that regardless of when this material is received, it will be due by the student's ending date.

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

**I would like the following courses deleted from my student's curriculum.** The student will not submit this work to CLASS for grading. Note: CLASS will not delete required or completed courses.

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

**The following items have been lost or misplaced, and require replacement.** I understand there may be a charge for these items and that it will be billed to my account.

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Textbook  Workbook  Tests  Course Instructions  Answer Key

Other \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Textbook  Workbook  Tests  Course Instructions  Answer Key

Other \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Textbook  Workbook  Tests  Course Instructions  Answer Key

Other \_\_\_\_\_

**MAIL THIS FORM TO**  
Attn: Curriculum Department  
Christian Liberty Academy School System  
502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

## REUSABLE BOOK LIST

See reverse side for our reusable book list policy and instructions. This form should be submitted with your enrollment application, if applicable.

Do not use this form to return books to CLASS. If you need to return materials, contact our Customer Service Department and request a Book Return Authorization Form.

Incomplete or inaccurate information may prevent CLASS from honoring your request.

| <b>Subject Area</b>                           | <b>Book Title</b>                    | <b>Publisher</b>              | <b>Copyright Date</b> | <b>Item(s)</b>                      |                          |                        |
|-----------------------------------------------|--------------------------------------|-------------------------------|-----------------------|-------------------------------------|--------------------------|------------------------|
|                                               |                                      |                               |                       | <b>Text</b>                         | <b>Key</b>               | <b>Other (explain)</b> |
| <b>Example</b>                                | <b>Algebra 1, 3<sup>rd</sup> ed.</b> | <b>Saxon Publishers, Inc.</b> | <b>1997</b>           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | solutions manual       |
| <b>Bible Theology</b>                         |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>Phonics Reading Literature</b>             |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>Penmanship Spelling Vocabulary</b>         |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>Grammar Composition</b>                    |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>Mathematics</b>                            |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>Science</b>                                |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>History Economics Geography Government</b> |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
| <b>Other</b>                                  |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |
|                                               |                                      |                               |                       | <input type="checkbox"/>            | <input type="checkbox"/> |                        |

## REUSABLE BOOK LIST POLICY

If we assigned any books which you wish to reuse when enrolling your other children, please include this Reusable Book List *with your enrollment application*. Include only those titles you would like us to assign. Keep in mind that entering a title on your Reusable Book List does not guarantee that it will be assigned.

Send the full tuition amount with your application. If our curriculum staff assigns books you already have, we will calculate your refund and credit your account only after you have sent the full tuition and the main curriculum is shipped. If you paid your tuition by charge card, we will credit your card account for reusable books.

Christian Liberty does not give financial credit for most teacher keys or manuals, nor do we give financial credit for textbooks published by Christian Liberty Press.

The reusable book list credit does not apply to the second year for a textbook used in a two-year course.

Do not use the Reusable Book List to return books to CLASS. If you need to return materials, contact Customer Service (custserv@homeschools.org) for a Book Return Authorization Form.

## INSTRUCTIONS

NOTE: Incomplete or inaccurate information may prevent CLASS from honoring your request.

### **Book Title**

The complete title of the book as printed on the cover or, in cases where multiple items are in a boxed set (e.g., our foreign language audio materials), the title shown on the box itself. *Be sure to include the series number or letter, as well as the edition number* (if applicable).

### **Publisher**

The company that printed the text; not the author.

### **Copyright Date**

The most recent copyright date of the text which immediately follows the "©" symbol.

### **Item(s)**

Indicate which items you have for the course. Either check the appropriate box or write in the space provided.

*Text* is considered to be the student's textbook, workbook, or a boxed set (such as our foreign language audio materials). If the course has more than one textbook, indicate which ones you have in the "Other (explain)" section.

*Key* includes items entitled answer key, teacher's manual, or teacher's guide.

*Other (explain)* consists of any item that does not fall into the two aforementioned categories. If you are unsure whether an item should be listed under "Text" or "Key," write it in here.



# CHRISTIAN LIBERTY ACADEMY SCHOOL SYSTEM

502 W. Euclid Avenue, Arlington Heights, Illinois 60004-5402  
PHONE: (800) 348-0899 ~ FAX: (847) 259-2443  
EMAIL: custerserv@homeschools.org ~ WEBSITE: www.homeschools.org

# TRANSCRIPT REQUEST FORM

PLEASE PRINT CLEARLY

STUDENT NAME (AS ENROLLED) \_\_\_\_\_ STUDENT ID \_\_\_\_\_ DATE OF REQUEST (MM/DD/YY) \_\_\_\_\_

CURRENT STUDENT NAME (IF DIFFERENT FROM ABOVE) \_\_\_\_\_ DATE OF BIRTH (MM/DD/YY) \_\_\_\_\_

HEAD OF HOUSEHOLD NAME AT TIME OF ENROLLMENT (AS LISTED ON MAILING LABEL OR REPORT CARD) \_\_\_\_\_ FAMILY ID \_\_\_\_\_

WITHDRAW THIS STUDENT FROM CLASS?  YES  NO

IS THE FOLLOWING HOUSEHOLD ADDRESS NEW?  YES  NO

### PAYMENT MUST ACCOMPANY THIS FORM

Use one form per student.  
You may photocopy this form as needed.  
Charges for transcripts are as follows:  
Per transcript \$5.00\*  
Per fax/email transmission \$5.00  
\* Each student is entitled to one (1) free transcript.

CURRENT ADDRESS (HEAD OF HOUSEHOLD) \_\_\_\_\_ STUDENT ADDRESS (IF DIFFERENT FROM HEAD OF HOUSEHOLD) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ PHONE (OTHER - SPECIFY) \_\_\_\_\_ PHONE (HOME) \_\_\_\_\_ PHONE (OTHER - SPECIFY) \_\_\_\_\_

HEAD OF HOUSEHOLD EMAIL \_\_\_\_\_ STUDENT EMAIL \_\_\_\_\_

### TRANSCRIPTS WILL BE SENT REGARDLESS OF THE STATUS OF ANY COURSEWORK UNLESS ONE OF THE FOLLOWING HAS BEEN CHECKED.

WAIT UNTIL ALL ACTIVE GRADE LEVELS ARE COMPLETED

WAIT UNTIL THE FOLLOWING COURSEWORK HAS BEEN GRADED AND POSTED  
GRADE LEVEL \_\_\_\_\_ COURSEWORK \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

### RELEASE SIGNATURE (REQUIRED)

**X** \_\_\_\_\_  
PARENT/GUARDIAN OR ADULT STUDENT

### TRANSCRIPT DESTINATION 1 # COPIES \_\_\_\_\_

PARENT/GUARDIAN  ELEMENTARY/HIGH SCHOOL  COLLEGE/UNIVERSITY  OTHER

COMPLETE NAME (IF OTHER THAN PARENT/GUARDIAN) \_\_\_\_\_

COMPLETE ADDRESS (IF OTHER THAN PARENT/GUARDIAN) \_\_\_\_\_

ADDRESS LINE 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ADDITIONAL SERVICES REQUESTED (EXTRA \$5.00 EACH) \_\_\_\_\_

FAX TO \_\_\_\_\_ ATTN \_\_\_\_\_

EMAIL TO \_\_\_\_\_

### TRANSCRIPT DESTINATION 2 # COPIES \_\_\_\_\_

PARENT/GUARDIAN  ELEMENTARY/HIGH SCHOOL  COLLEGE/UNIVERSITY  OTHER

COMPLETE NAME (IF OTHER THAN PARENT/GUARDIAN) \_\_\_\_\_

COMPLETE ADDRESS (IF OTHER THAN PARENT/GUARDIAN) \_\_\_\_\_

ADDRESS LINE 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ADDITIONAL SERVICES REQUESTED (EXTRA \$5.00 EACH) \_\_\_\_\_

FAX TO \_\_\_\_\_ ATTN \_\_\_\_\_

EMAIL TO \_\_\_\_\_

PAYMENT  VISA  MASTERCARD  DISCOVER  CHECK/MONEY ORDER (ENCLOSED)

CARD NUMBER  
| | | | | | | | | | | | | | | | | | | | | |

EXPIRATION DATE (REQUIRED)   /    
MONTH YEAR

AMOUNT \$ \_\_\_\_\_

PAYABLE TO CLASS  
MAIL TO ATTN: TRANSCRIPT DEPT.  
CLASS  
502 WEST EUCLID AVENUE  
ARLINGTON HEIGHTS, IL 60004  
FAX TO 847-259-2443  
(CHARGE CARD PAYMENTS ONLY)

**X** \_\_\_\_\_  
AUTHORIZED SIGNATURE OF CARDHOLDER (REQUIRED)

## REPORT CARD ADJUSTMENT REQUEST FORM

Use this form to notify CLASS of a problem found on your student's report card. Use one form per student. You may photocopy this form as needed to address additional problems.

Date of Request \_\_\_\_\_ Family ID \_\_\_\_\_

Head of Household (last, first) \_\_\_\_\_  
(As listed on mailing label or report card)

Family's Current Address \_\_\_\_\_

(Check if new) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

### Student Information

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Grade Level on Report Card \_\_\_\_\_ (This may not be the same as the student's most current grade level.)

### Course Information

I have received my report card and I have questions about the following course:

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Test Number(s) \_\_\_\_\_ Daily Work \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Choose All Options That Apply

**I submitted work during this period but the score is not reflected on the report card.**

My records show that I submitted this work on \_\_\_\_\_  
(Date)

I sent the following components of this course: (Mark all that apply)

R&I Sheet     Test(s) \_\_\_\_\_     Daily Work (specify) \_\_\_\_\_

Other Items I sent in the same package/envelope along with the missing work:

\_\_\_\_\_  
\_\_\_\_\_

I sent the work by:

United States Postal Service (USPS)     United Parcel Service (UPS)     Federal Express (FedEx)

Other \_\_\_\_\_

**I received a score for work that I did not submit.** (specify) \_\_\_\_\_  
\_\_\_\_\_

**I am requesting an explanation of the score my student received.**

### MAIL THIS FORM TO

Attn: Customer Service Research Department  
Christian Liberty Academy School System  
502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402



# CHRISTIAN LIBERTY ACADEMY SCHOOL SYSTEM

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

PHONE: (800) 348-0899 ~ EMAIL: [custserv@homeschools.org](mailto:custserv@homeschools.org) ~ WEBSITE: [www.homeschools.org](http://www.homeschools.org)

A MINISTRY OF THE CHURCH OF CHRISTIAN LIBERTY SINCE 1967

## AUTHORIZATION FORM

CLASS guards its families' privacy by limiting access to student and family information to the parent or legal guardian as indicated on the enrollment application. A parent/legal guardian must use this form to give us permission to share private information with authorized third parties such as tutors, grandparents, or English-speaking surrogates. We will not respond to any inquiry made without your expressed written permission. We request that you make your Family ID and Student ID available to all *authorized* persons, but recommend that you carefully limit access to these numbers.

**Unless you list specific students, this form will apply to all students enrolled under your Family ID number.**

| Name    | Student ID | Name    | Student ID |
|---------|------------|---------|------------|
| 1 _____ | _____      | 2 _____ | _____      |
| 3 _____ | _____      | 4 _____ | _____      |

**In addition to myself, the following ADULTS (see † on back) may have information as indicated:**  
 (Please indicate the level\* of access. If no indication is given, we will assume LEVEL 1, or *full* access.)

|                 |                                            |                                               |                                               |                                 |
|-----------------|--------------------------------------------|-----------------------------------------------|-----------------------------------------------|---------------------------------|
| PRINT full name | <input type="checkbox"/> LEVEL 1<br>(Full) | <input type="checkbox"/> LEVEL 2<br>(Limited) | <input type="checkbox"/> LEVEL 3<br>(Minimal) | <input type="checkbox"/> REMOVE |
| PRINT full name | <input type="checkbox"/> LEVEL 1<br>(Full) | <input type="checkbox"/> LEVEL 2<br>(Limited) | <input type="checkbox"/> LEVEL 3<br>(Minimal) | <input type="checkbox"/> REMOVE |
| PRINT full name | <input type="checkbox"/> LEVEL 1<br>(Full) | <input type="checkbox"/> LEVEL 2<br>(Limited) | <input type="checkbox"/> LEVEL 3<br>(Minimal) | <input type="checkbox"/> REMOVE |
| PRINT full name | <input type="checkbox"/> LEVEL 1<br>(Full) | <input type="checkbox"/> LEVEL 2<br>(Limited) | <input type="checkbox"/> LEVEL 3<br>(Minimal) | <input type="checkbox"/> REMOVE |

(Required) **X** \_\_\_\_\_

|                                                                                   |                                |                |
|-----------------------------------------------------------------------------------|--------------------------------|----------------|
| <b>Signature of Parent or Guardian</b><br>(as listed on the original application) | <b>Family ID or Student ID</b> | <b>Date **</b> |
|-----------------------------------------------------------------------------------|--------------------------------|----------------|

\* A description of the levels can be found on the back of this form.

\*\* This form, signed on this date, will supersede all authorization and/or consent forms previously submitted by you.

## EXPLANATION OF AUTHORIZATION LEVELS

- LEVEL 1** Full access to all account information and authorized to request changes at all levels. This includes address changes, withdrawal from the program, etc. (Usually the legal parent or guardian, or the English-speaking surrogate<sup>†</sup>.)
- LEVEL 2** May request curriculum adjustments or information. May have access to financial information such as balance owed or extension quarters paid. Includes level 3 privileges. (Usually the teacher or tutor if not legal parent or guardian.)
- LEVEL 3** May request certificate of enrollment or transcript records (e.g., divorced parent who is helping to pay but is not authorized to direct the education of the student).
- REMOVE** Was granted access by you at some previous date, but is no longer allowed access to your family or student information.

<sup>†</sup> CLASS materials are in the English language. Also, we require that the individual initiating any communications with CLASS concerning a particular student be the parent or legal guardian. Therefore, parents who are not sufficiently fluent in English to communicate with CLASS or to instruct, supervise, and evaluate their student, must appoint someone knowledgeable in English to provide the academic and administrative oversight required by CLASS policies. Such a person must be a responsible adult authorized by the parent or legal guardian and registered with CLASS by means of this authorization form.

CLASS policy prohibits underage students (under eighteen years old) who are enrolled in its programs from obtaining and/or changing information related to the family.



## REFERRAL INSTRUCTIONS

Please print clearly. Unreadable information may result in an unusable referral.

### YOUR FAMILY INFORMATION

Most of the information required can be found on the Packing List / Master Assignment Sheet for any of your students. To facilitate processing, information for the referral should be identical to that found on the Packing List. If there are errors in your name or address, the corrections may be submitted with the referral, but should be on separate paper.

**Family ID:** Your family identification number can be found above your address on the Packing List / Master Assignment Sheet and on most other correspondence from CLASS.

**Family Name:** The first and last name of the head of household. This should be printed the same as it appears in the address on your student's Packing List. If, for example, you enrolled under the name "William Jones," you should write it the same; not as "Will Jones," "W. Jones," or "Bill Jones."

**Spouse:** The first and last name of the head of household's spouse. You do not need to rewrite the last name if it is the same.

**Address (including City, State, and Zip):** Your full address. If you have a foreign address, you may modify the address lines to make it fit.

**Phone:** Your phone number where you can be reached should there be any questions or problems.

### NEW FAMILY'S INFORMATION

It is imperative that the information listed here be as accurate and complete as possible. If CLASS cannot locate the new family in our computer, we will be unable to send a tuition voucher.

**Family Name:** The first and last name of the head of household. This should be the family's legal name since this is required on our enrollment application.

**Spouse:** The first and last name of the head of household's spouse. You do not need to rewrite the last name if it is the same.

**Address (including City, State, and Zip):** The full address of the family. If it is a foreign address, you may modify the address lines to make it fit.

# CLASS CUSTOMER SERVICE CALL LOG

On \_\_\_\_\_, at \_\_\_\_\_, I spoke with \_\_\_\_\_ in Customer Service.  
Date Time Name

I asked about: \_\_\_\_\_

\_\_\_\_\_

The result was: \_\_\_\_\_

\_\_\_\_\_

On \_\_\_\_\_, at \_\_\_\_\_, I spoke with \_\_\_\_\_ in Customer Service.  
Date Time Name

I asked about: \_\_\_\_\_

\_\_\_\_\_

The result was: \_\_\_\_\_

\_\_\_\_\_

On \_\_\_\_\_, at \_\_\_\_\_, I spoke with \_\_\_\_\_ in Customer Service.  
Date Time Name

I asked about: \_\_\_\_\_

\_\_\_\_\_

The result was: \_\_\_\_\_

\_\_\_\_\_

On \_\_\_\_\_, at \_\_\_\_\_, I spoke with \_\_\_\_\_ in Customer Service.  
Date Time Name

I asked about: \_\_\_\_\_

\_\_\_\_\_

The result was: \_\_\_\_\_

\_\_\_\_\_



# —GLOSSARY—

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**achievement test**—A test which you administer to your student. CLASS uses the scores obtained to make sure any courses we assign are appropriate.

**course instructions**—a printed sheet giving detailed instructions for completing the related assigned course

**curriculum adjustment**—adding, dropping, or exchanging courses in your assigned curriculum

**daily work**—workbook or other written assignments, exclusive of tests

**family ID**—your family’s computer identification number, which may or may not be numerically similar to your student’s Student ID.

**information packet**—a mailing sent upon request, which describes the CLASS program

**initial shipment**—the first materials a new enrollee in grades 2–12 receives from CLASS, separate from the main curriculum shipment (See The Teacher’s Guide)

**Master Assignment Sheet**—printed sheet listing your assigned courses and the materials sent for each course

**packing list**—*See* Master Assignment Sheet.

**Placement test**—A test designed to identify the most appropriate grade level for a student. CLASS uses TestPoint, an online test specific to each grade level from K through 12.

**Report & Identification Sheet (R & I)**—a printed sheet on which you identify and summarize daily work, and record completion dates and the percentage score for a particular course

**report card adjustment**—CLASS changes a grade recorded incorrectly or works with you to resolve a missing grade

**Reusable Book List**—form you send to us on which you list curriculum materials you already have and which you intend to keep and reuse

**reusable condition**—like new, has not been written in, and has no personalized labels attached

**Student ID**—your student’s identification number

**scannable**—electronic grading format used for many tests produced by CLASS

**shipping date**—date your main curriculum shipment left CLASS

**The Teacher’s Guide**—a large folded sheet which shows you how to organize your CLASS materials



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