

Cahaba Academy

A HomeSchool Ministry of First Baptist Church Trussville

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“You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. 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 6:5-9



Version 12.0

Cahaba Academy Church School Manual

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PHILOSOPHY OF EDUCATION

Christian Education and Home Schooling

Our understanding of Christian education can be summarized under four headings: parental responsibility for education, the standard of education, the goal of education, and the method of education.

Parental Responsibility

God gave responsibility for spiritually training children to the parents. Moses wrote in Deuteronomy 6:4-9 "Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the door frames of your houses and on your gates." In the New Testament, Paul teaches that fathers should "bring [their children] up in the training and instruction of the Lord." (Ephesians 6:4).

Educational Standard

We believe that the Word of God is the standard of truth (John 17:17); that the fear of the Lord is the beginning of wisdom (Proverbs 1:7); and that the Word of God is useful for teaching so that we are equipped for every good work (2 Timothy 3:16-17). Cahaba Academy parents should strive to teach history, science, mathematics, grammar, reading, writing, physical fitness, the arts and every other subject from the perspective of Scripture.

Educational Goal

The goal of Christian education is to train children to be faithful servants of God, to live holy lives, to fulfill their callings in the world, and to be useful members of the Body of Christ. Christians are to train their children to seek first the kingdom of God and His righteousness (Matthew 6:33), and to do all to the glory of God (1 Corinthians 10:31).

Educational Method

We at Cahaba Academy believe that the home school provides an environment for Christian education. The responsibility of educating children is the responsibility of every parent, but homeschooling provides parents a unique opportunity to individually direct the materials and methods for educating their children. Therefore, homeschooling provides an atmosphere in which children may be trained to seek God's glory in all that they do. Finally, homeschooling permits parents to obey God's command to teach their children during daily life.

History of Cahaba Academy

Established in 2008, per the state of Alabama's ["church school" provision](#) (see pages 16-18), Cahaba Academy remains a ministry of the First Baptist Church of Trussville (FBCT), under the oversight of the Education Ministry office. FBCT is a cooperating member of the Southern Baptist Convention (SBC). Cahaba Academy does not discriminate based on race, gender, or ethnic origin.

Accreditation

Cahaba Academy does not seek accreditation since adherence to state or county criteria would add nothing to Cahaba Academy's program. Accreditation usually refers to an evaluation done by an accrediting body to check standards set by a local school system. In this sense, accreditation certifies that a certain amount of floor space is available for school activities, a certain number of books are in the library, etc. Accreditation does not guarantee excellence in education, as the current state of public education testifies. If you are concerned about accreditation, however, we urge you to consult with schools and colleges before enrolling your children in Cahaba Academy. We also encourage families to investigate the ramifications of transferring between homeschool and public schools. For more details see Transferring to Public School section.

Statement of Faith

We ask that you read our Statement of Faith below and recognize that Cahaba Academy is a ministry of First Baptist Church Trussville, a Southern Baptist Church, which agrees with the articles defined in the [Baptist Faith and Message 2000](#). We uphold these beliefs and often discuss and/or include them within the course of Cahaba Academy events and activities.

- We believe in Jesus Christ as our Savior; that the Bible, both Old and New Testaments, is the inspired and infallible Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension and His personal return in power and glory, and the presence and power of the Holy Spirit.
- We believe that man is saved from sin by grace through faith in Jesus' sacrifice for sin, by his shed blood.
- We believe this gift of eternal life is available to everyone who chooses to acknowledge faith in Jesus Christ.
- We believe that marriage is between one man and one woman, as defined by the Word of God.

Accountability

Scripture commands Christians to submit to one another, and to the governing authorities (Romans 13:1; 1 Peter 2:13-15). Even though the law does not require homeschooling parents to enroll with a church school ministry, it would be wise for a homeschooling parent to do so. Cahaba Academy holds parents accountable to train children diligently through required attendance at faculty meetings, timely submission of attendance and grade reports and other policies as outlined in the Cahaba Academy Covenant.

PROVISIONS

Alabama State Law

Alabama State law contains no statutes that deal directly with homeschooling (see <https://hsllda.org/content/hs101/AL.aspx>). Cahaba Academy, however, is a church school operated as a ministry of a local church and comes under the provisions of the 1982 amendment to the compulsory education law, which stipulates that children attending church schools are not considered truant. As a church school, Cahaba Academy provides administrative oversight for off-campus classes conducted by its faculty, thus providing Christian parents a legal way of homeschooling. To avoid legal problems or jeopardize the freedom we enjoy and work to protect, it is extremely important for members to comply with all the procedures and regulations of the Academy, as agreed in the [Cahaba Academy Covenant](#). We seek to honor the Lord by being "above reproach" and to operate in compliance with Alabama compulsory attendance requirements; therefore, we require that our member families abide by the rules and requirements that have been established for our school. Laws and legislation regarding homeschool are constantly changing and Cahaba Academy feels that it is important to stay abreast of the changes. To assist us in this we require all families to be members of HSLDA (Home School Legal Defense Association), which provides legal covering, advice, and support.

ORGANIZATION

Administration

Cahaba Academy, a church school, operates as a ministry of First Baptist Church Trussville and exists to support, strengthen, and connect homeschool families for God's glory. Our goal is to provide support, connect families, provide educational and relational opportunities, bring glory to God, and minister to each other during the homeschool journey, while providing legal

covering. Cahaba Academy leadership consists of a Director, Assistant Director, a Church Liaison, Advisory Board, and a Leadership Team. The Director, Assistant Director, Executive Committee, and Treasurer handle the day-to-day operations of Cahaba Academy.

- Director - The Director is a paid staff member serving in three key leadership roles: Director, Admissions Coordinator, and Registrar.
- Assistant Director - The Assistant Director is a paid staff member serving in two key leadership roles: Administrative Assistant and Cahaba Plus Coordinator.
- Church Liaison - The Church Liaison is the Minister of Education & Discipleship ex-officio.
- Advisory Board - The Advisory Board is composed of the Director, First Baptist Trussville's Liaison, and 8-12 Cahaba Academy parents. These board members shall be active members of First Baptist Church Trussville and have at least 2 years of homeschooling experience. In the event these qualifications cannot be met, Cahaba Academy reserves the right to have one non-FBC Trussville member on the Advisory Board.
- Leadership Team - The Leadership Team consists of volunteers serving in key positions in the day-to-day operations of Cahaba Academy. The composition of this team may change as needed.
- Executive Committee - The Executive Committee consists of the Director, Assistant Director, plus two members of the Advisory Board. This Committee will serve to support the Director and provide consensus on business decisions at the executive level. Committee members must be members of both the Advisory Board and FBC Trussville.

Director

The Director (Administrator) oversees the Advisory Board and serves as the primary contact for Cahaba Academy. This role addresses parents' needs for elementary and secondary students, coordinates meetings, and communicates with members. Additionally, the Director is responsible for managing the official enrollment and withdrawal processes including filing each student's Church School Enrollment Form with the local school board. The Director also maintains records related to homeschooling including progress reports, attendance reports, transcripts, and diplomas.

Contact: director@cahabaacademy.org

Assistant Director

The Assistant Director oversees planning, coordination, and operation of Cahaba Plus, providing support to teachers, parents, and students. They assist the Director with planning faculty, leadership, and board meetings,

follow up with new members, and handle daily operations focused on Cahaba Plus. Contact: assistantdirector@cahabaacademy.org

Treasurer

The Treasurer shall work with the First Baptist Church Trussville financial office to maintain financial records for Cahaba Academy. The Treasurer will be responsible for maintaining the Cahaba Academy Business Account, Website Accounting, PayPal, creating and maintaining a budget, and preparing Income and Expense Reports.

Contact: treasurer@cahabaacademy.org

MEMBERSHIP AND ENROLLMENT

Cahaba Academy

Admission to Cahaba Academy is based on family membership and student enrollment. Membership covers one family while enrollment is on a per student basis. Admission will be determined upon completion of the Membership and Enrollment Process. An Application Fee of \$25 must be paid upon completion of the Membership Request. The Application Fee is non-refundable; however, this fee will be credited towards tuition upon completion of the enrollment process. Once complete, the Director and Executive Committee will decide whether to grant membership and admit the students into the school. The Director and Executive Committee of Cahaba Academy reserve the right to limit enrollment for any open enrollment period. This decision will be based on current enrollment levels and the number of applicants received.

Membership and Enrollment Process

The process consists of the following:

1. Membership Registration
2. Covenant
3. New Family Questionnaire
4. New Student Form (one per student)
5. Character Reference Form
6. Interview
7. Request for Student Records Form (one per student)
8. Church School Enrollment Form (one per student)
9. \$200 Tuition Paid
10. HSLDA Membership
11. Homeschool Reporting Online

Additional Enrollment Information

1. Any family providing false information during the application and admission process will be automatically and immediately dismissed from Cahaba Academy.
2. Parents should not remove their children from their current school (public or private) until their application for admission has been accepted and the enrollment process is complete. Cahaba Academy cannot be responsible for any truancy charges arising for the time before admission is granted.
3. Students who have been suspended or expelled from a school may not be eligible for admission, except by special arrangement and under probationary conditions which may include additional requirements.
4. High school students are not generally accepted after their 11th grade year has begun. Families must ask for special consideration in writing by email for this regulation to be waived.
5. Parents are teachers of their students and serve as the "Faculty" of Cahaba Academy.
6. Parents must plan and provide a minimum of 160 days of *academic* instruction each school year and submit timely semester attendance reports and grade reports.
7. Parents and students shall meet the standards of the school's Covenant. Failure to do so may result in dismissal from the school.
8. Church School Enrollment Form - Upon enrollment, a copy of this form will be sent to the enrolling family's local school system. A copy of the form is kept in the Cahaba files and a copy is provided for the parents' records at home.
9. HSLDA Membership - Parents are required to be members of the Home School Legal Defense Association (HSLDA). You may access more information at www.hslda.org.
10. Upon Acceptance into Cahaba Academy, the Director will request student records from previous schools. Any missing years of Academic Records will be the Parents responsibility to obtain and provide a copy to Cahaba Academy.

Membership Renewal and Re-Enrollment Process

The process consists of the following:

1. Covenant Renewal Form
2. Student Re-enrollment Form
3. Membership Renewal Form
4. \$200 Tuition Paid

Additional Renewal/Re-Enrollment Information

1. Every member must continue in agreement with the Cahaba Academy Covenant. If, at any time after signing the Covenant, a member should dispute any portion thereof; they must make their opinion known to the Administrators.
2. No outstanding fees or tuition due from the previous year.
3. Online Attendance Reports up to date.
4. Online Progress Reports up to date.
5. New school year set up with Homeschool Reporting Online.
6. HSLDA Membership up to date.
7. Cahaba Academy Website – Family Profile up to date.

Stepping Stones

Families who do not need legal covering may join as associate members via our Stepping Stones membership. Eligibility includes families with children already homeschooling in accordance with Alabama Homeschool Law. Admission will be determined upon completion of the Membership and Enrollment Process. An Application Fee of \$25 must be paid upon completion of the Membership Request. The Application Fee is non-refundable; however, this fee will be credited towards tuition upon completion of the enrollment process. Stepping Stones members are eligible to participate in Cahaba Plus classes. Stepping Stones members will not be eligible to attend Cahaba Academy Special Events, Field Trips, or Fine Arts activities.

Membership Process

The process consists of the following:

1. Membership Registration
2. New Family Questionnaire
3. Covenant
4. Interview
5. \$50 Tuition Paid

Membership Renewal Process

The process consists of the following:

1. Covenant Renewal Form
2. Membership Renewal Form
3. \$50 Tuition Paid

Additional Enrollment Information

1. Members of Stepping Stones agree to recognize and abide by the policies and practices as prescribed for Cahaba Academy members when participating in Cahaba Plus classes.

2. Members of Stepping Stones with children within the Compulsory School Age must be homeschooling within the requirements of [Alabama Homeschool Law](#), which requires homeschooling with a church school, a private school, or using a private tutor.
3. Families may apply for membership during the open enrollment periods. Early Renewal is not available for Stepping Stones.

Enrollment Dates and Deadlines

Cahaba Academy does not have open enrollment year-round.

Enrollment periods are as follows:

Early Membership Renewal/Re-enrollment	March 1 - March 31
Fall Open Enrollment	May 1 - July 15
Spring Open Enrollment	Nov 1 - Nov 30

Enrollment Deadlines are as follows:

Early Membership Renewal/Re-enrollment	March 31
Fall Open Enrollment	July 15
Spring Open Enrollment	Nov 30
Dismissal Dates	Aug 1/Dec 15

Deadline defined as end of day on set date

POLICIES AND REQUIREMENTS

Supervision Requirements

Just as you are to provide appropriate educational opportunities in your home, you must provide adequate supervision for your children. Cahaba Academy does not accept responsibility for your children. Section 16-28-17 of Alabama Legal Code provides a truant officer with the power to take into custody any school aged child who is unattended by a parent or guardian and who is not at home or at school during public school hours. While there should be no fear of leaving home during the day, children should not be left unsupervised or with older siblings on a regular basis during hours of instruction. The teaching parents must not work full-time outside the home. The primary instructors of students should be the parents. If the primary instructor is not the parents, the Cahaba Academy administration must be notified in writing.

Academic Calendar

Cahaba Academy Academic Year begins July 16th, extends for a calendar year, and is for administrative purposes.

Attendance and Progress Reports

Cahaba Academy has an annual requirement of 160 days of instruction (including field trips) - *without exception*. Homeschooling families must submit student attendance and progress reports for each enrolled child. Cahaba Academy families shall register with and submit progress reports to [Homeschool Reporting Online](#). The minimum reporting requirement is twice a year (Deadlines are January 15th and July 15th). Membership requires each family to set up and maintain student records via Homeschool Reporting Online. We encourage parents to actively maintain their student's records rather than simply meet a deadline. We would also encourage parents to research and maintain the appropriate documentation necessary to certify their students' transcripts. For more information, refer to the "[Grade Reporting Guidelines](#)" document. For more information Contact the Director.

Student Records

Student records include all records submitted to Cahaba Academy through our website, Homeschool Reporting Online, transfer of school records received, and standardized testing facilitated by Cahaba Academy. All official student records are stored and maintained electronically by Cahaba Academy. **Parents should keep copies of all forms for their records.** Transcripts are available for students transferring or graduating. All fees must be paid before releasing records or granting diplomas. Official Transcripts are composed of all records submitted to Homeschool Reporting Online. Any standardized testing records the parent wishes to add or exclude from the official student records must be formally requested by email or in writing. When a student withdraws or transfers from Cahaba Academy, all official student records will be sent to the next school after receipt of a records request signed or confirmed by the parent.

Transfer to Public School

Current laws actually require public schools to administer placement tests to non-public-schooled students who transfer to public school. Public schools are also under no obligation to accept any non-accredited credits. Many public schools in Alabama do accept homeschool credits, especially church-school, but there is no requirement mandating that a public school must do so. This also can vary between schools and school districts. Alabama law neither requires nor prohibits public schools accepting non-accredited credits. In most cases, home schooled students that choose to enter public school do very well on placement tests making this a non-issue. It is the desire of Cahaba Academy to make sure families fully understand the issues of accreditation and placement test so they can make an educated decision about their children's education.

Courses of Study

Parents must instruct their children in the basic courses of academic study including, but not limited to Math, English (language arts), Science, History, and Bible. Please see the "Grading Information" section for more information.

Teaching Method

Cahaba Academy does not mandate nor is responsible for individual teaching methods. Parents as educators have the responsibility to create and maintain plans that best fit their students. Parents may request a meeting with the school director or a veteran homeschool parent to solicit advice or direction in daily planning. Teacher plan books are the responsibility and property of each family.

Faculty Meetings

Parents are teachers of their students and serve as the "Faculty" of Cahaba Academy. ***At least one parent of each family must attend the required Faculty meetings per year.*** Failure to attend without prior approval from the director may result in dismissal from the Academy. Written explanations (by hand or email--no text messages, please) must be submitted to the director **prior** to the day of the faculty meeting.

Standardized Achievement Testing

Cahaba Academy will administer a standardized achievement test each spring. Participation in this test is optional and it is available for all Cahaba Academy members. Members who choose to take the test will be required to pay the applicable tests fees (see FEES section). Administrative costs will be covered by Cahaba Academy. The administration of the test will depend on adequate staffing and space availability. The Testing Coordinator will oversee the administration of the achievement tests with the assistance of proctors and helpers. Only Cahaba Academy members are eligible to serve as proctors. Test results will be recorded in the student's official records unless an official exclusion request is made by the parents. Requests to exclude test results should be sent to the Testing Coordinator via email or in writing and must be submitted by the end of the school year in which testing was completed. Contact: testing@cahabaacademy.org

Withdrawal

Parents withdrawing a child during the school year must submit an up-to-date Progress Report and Attendance Report at the time of withdrawal so that the Registrar may complete the records necessary for transferring the

student to a different school. Requests should be made via the [Student Withdrawal Form](#) on the Cahaba Academy website.

Dismissal

Families must notify Cahaba Academy by August 1st if they plan to return; otherwise, students will be withdrawn, and the school board will be notified. Families are encouraged to re-enroll their children by April 1st. The Director of Cahaba Academy may question a family's enrollment if guidelines from the Cahaba Academy Manual are not followed or if the covenant is not upheld.

FEES

Tuition

The tuition fee is per family per year based on the fee schedule below. Other expenses including field trips, Cahaba Plus, and other activities are not included in the tuition. Dismissal can result if tuition fee is not paid by August 1st. **Transcripts and diplomas will not be sent until accounts have been settled.**

Membership Tuition	\$200.00
Stepping Stones Tuition.....	\$50.00
Late Fee	\$25.00
Testing Fee	Varies
Application Fee	\$25.00

Tuition payments can be made through the Cahaba Academy website's PayPal feature (preferred) or check (payable to "Cahaba Academy").

Late Fees

If enrollment is not complete by July 15th, a \$25.00 late fee will be charged. Failure to pay the late fee will be considered a breach of the Cahaba Academy Covenant with grounds for dismissal. Also, to be considered enrolled, all records must be up-to-date, and any prior balance must be paid.

Refunds

Refund requests must be received via email before the refund deadlines listed below. Send a request to: Director@cahabaacademy.org.

- Application Fee - Non-refundable
- Membership Tuition – Cahaba Academy and Stepping Stones Members that notify the Admissions Coordinator prior to the July 15th deadline will be refunded 100%. After July 15th, but before August 1st will be refunded 50%. No refunds after August 1st.

- Testing Fee - Refunded 100% if registration is cancelled before the tests have been ordered. After the order deadline, no refund will be granted.
- Fine Arts and Field Trips - Refunded 100% if registration is cancelled before the deadline. After the deadline, no refund will be granted. Purchased tickets cannot be refunded, but you may sell or give to another member.

Home School Legal Defense Association

Home School Legal Defense Association (HSLDA) membership dues are \$130.00 annually per family (Cahaba Academy Group Discount). HSLDA provides legal counsel and aid to home school families. This fee is paid directly to HSLDA. Contact the Director for the HSLDA discount code.

Transcript Requests

A request for an official transcript of grades must be made one week in advance. Please understand, transcripts will reflect the student's records within Homeschool Reporting Online. Requests should be made via the [Transcript Request Form](#) on the Cahaba Academy website.

Graduation

Cahaba Academy will coordinate a graduation ceremony for all graduating seniors. To participate in the graduation ceremony, the Graduation Fee will be due by April 1st. A full refund will be honored if requested before the deadline.

GRADING INFORMATION

Grade Reporting

In our Grade Reporting Tool (HomeSchool Reporting Online), you have the option of selecting a letter grade **or** numerical value. If you enter a numerical value, the program will reflect the appropriate letter grade and quality points based on Cahaba Academy's predefined grading scale. If you want standard grading, use letters only, and if you want detail, use numerical or letters with + or -. If you enter a letter grade, with or without the + or -, the program will translate the letter to the corresponding GPA. If you enter a numerical value, the program will convert the number to a letter grade and then the corresponding GPA. If you enter both a letter and numerical value, the program will default to the numerical value.

More details about this will be discussed later in this document. As a parent, you have the option of being as detailed or as general as you choose.

Anecdotal Descriptions of Achievement

from Education PLUS www.edplus.com

Letter Grade	General Meaning	Terms that can be used to describe achievement	Percentage Equivalents
A	Excellent, Outstanding, Superior Achievement	Exceptional, thorough, complete mastery, creative use of elements, independent, insightful, effective, total accuracy, always, rapid, discerning, able to instruct others, aggressive, verbatim	<p>It can be a problem to assign percentage equivalents to the letters, such as “A” is always equal to 90-100%, “B” is 80-89%, “C” is 70-79%, etc. Within the boundaries of a specific task description and the child’s required response, these must be individually set. Tasks demanding mastery become Pass/Fail in nature. Ninety-five to one hundred percent should be required for these.</p>
B	Commendable, Good Achievement	Well-prepared, competent, valid, substantial, worthy, qualified, desirable, approved, usually, suitable, pleasing, fine, advantageous, regularly, efficient	
C	Acceptable, Adequate Achievement	Ordinary, commonplace, sufficient, normal, enough, standard, regular, typical, often, frequently, expected amount, moderate	
D	Minimal, Poor Achievement	Mediocre, fair, tolerable, so-so, passable, barely, smallest amount, least possible, inferior, seldom, inadequate, inefficient, underachievement, lean, trivial, lacking in quality	
F	Failure, Unacceptable, Little or No Achievement	Undone, inability to master, elements unlearned, dependent, lacking understanding, ineffective, rarely, inaccurate, slow, slothful, passive, indifferent	

Elementary School

For K-6 students, Cahaba Academy requires instruction in Bible, English (language arts), Math, Science, and History. Additional studies in art, character development, music, life skills, health and fitness are encouraged as well. Teachers with students in grade K-6th grades may use either of the grading systems below. However, by 5th grade, it is recommended that teachers start to transition grades into the traditional system.

Academic Standards

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with grading standards and requirements defined below.

General Grade Scale

Traditional Grading Scale				OR	Reflective Grading Scale
Letter	Numerical	GPA	Honors	College Placement	Rating
A+	97-100	4.000	4.500	5.000	S - Satisfactory
A	93-96	4.000	4.500	5.000	
A-	90-92	3.667	4.333	4.667	P – Progressing
B+	87-89	3.333	3.833	4.333	
B	83-86	3.000	3.500	4.000	N – Needs Attention
B-	80-82	2.667	3.167	3.667	
C+	77-79	2.333	2.833	3.333	
C	73-76	2.000	2.500	3.000	
C-	70-72	1.667	2.167	2.667	
D+	67-69	1.333	1.833	2.333	
D	65-66	1.000	1.500	2.000	
F	Below 65	0.000	0.000	0.000	

Weighted Grade Scale

Cahaba Academy uses a weighted grade scale. Numerical grades in College Placement or Dual Enrollment Courses will be weighted by adding ten (10) points and when calculating the grade point average on a four-point scale, one point will be added. Numerical grades in honors courses will be weighted by adding five (5) points and when calculating the grade point average on a four-point scale, one-half (1/2) point will be added for advanced courses.

Grade Discussion

Cahaba Academy uses a complex grading scale to allow more grading flexibility within the membership. Those members who desire to have more detailed numerical grades and correlated GPA values can, while allowing others to use the standard grading profile as they desire.

Examples:

Standard Grading Profile

Letter Grade "A" corresponds to the quality point value of 4.000. Members desiring standard grading would enter letter grades without the + or – into HSRO (Homeschool Reporting Online).

Detailed Grading Profile

Letter Grade A corresponds to the quality point value of 4.000 and letter Grade A- corresponds to the quality point value of 3.667. Members desiring detailed grading would enter numerical values or letter grades with the + or – into HSRO (Homeschool Reporting Online).

For more information, please see the [Grade Reporting Guidelines](#).

GRADUATION INFORMATION

High School Graduation Credit Requirements and Electives

It is important to note that when planning a student’s schedule over four years, it would be wise to check with colleges which are being considered as to their specific admission requirements concerning high school curriculum. This process needs to start in the eighth grade. Families of students in grades 8-12 are strongly encouraged to subscribe to HSLDA’s e-newsletter, “Homeschooling Through High School.” Families of students in grades 8-12 are strongly encouraged to consider the [Alabama High School Graduation Requirements](#) as they develop their 4-year High School Plan.

Cahaba Academy Graduation Requirements:

English	4 credits
History	4 credits
Math	4 credits
Science	4 credits
Physical Ed.	1 credit
Health	½ credit
Career Preparedness	1 credit
CTE or Foreign Language or Arts Ed	3 credit
Electives	2.5 credits
	24 total credits
<u>Bible</u>	<u>4 credits*</u>
Total Credits:	28

*See Graduation Requirements Summary

Cahaba Academy High School Meeting Requirements

Families of students in 8th Grade (upcoming 9th graders) and all new members with high school students are *required* to attend the High School Planning Meeting. All families with High School students are invited, but are

not required to attend. This meeting is important to help parents and students plan accordingly for high school classes.

Cahaba Academy Senior Year Meeting Requirements

Families of students in 11th Grade (upcoming 12th graders) are to attend a private Senior Year Planning Meeting. This meeting should be scheduled between the Director and the family. At least one parent from each family is required to attend.

College Courses

In some instances, high school students have the opportunity to earn college credits along with their high school credits. A student that is 16 years old or older, with a "B" average, and an ACT score of at least 16 may be eligible for dual enrollment at local or online colleges. Students should verify specific requirements with the prospective college. Cahaba Academy will need to verify requirements are met prior to enrolling in dual enrollment classes.

Cahaba Academy offers a Dual Enrollment High School Program through an affiliation with Jefferson State Community College. For more information, visit the [Cahaba Academy Dual Enrollment website](#).

Graduation Requirements Summary

The requirement for Bible will be one credit for each year the student is enrolled with Cahaba Academy. Those courses of study that require four credits, i.e., English, will be fulfilled one credit per year for a total of four. Those courses of study that require less than four credits, i.e., Physical Ed., can be fulfilled anytime during the four-year High School timeframe. One credit is granted for the completion of a year of course work in a subject. Half-credits are granted for courses that are only one semester in duration. An "hour" of class time is the recorded completion of the lesson or assignment taught per day.

Elective requirements may be fulfilled by additional academic courses, home economics, organized sports, art, music, dance, etc. Only two elective credits in any subject may be applied to the 28 graduation credits. Before a senior is awarded a diploma, we must have final grades and attendance for the year. Also, all fees must be paid.

High School Test Requirements

High School students are not required to take the [ACT](#) (American College Testing) or [SAT](#) (Scholastic Aptitude Test) as part of Cahaba Academy graduation requirements. We do encourage parents to consider College requirements when determining the necessity of Standardized Testing. Test scores may be submitted to Cahaba Academy to be retained as part of the

student's official records. Test score submission is the parent's responsibility. For more information contact the Director.

Early Graduation

If a student wishes to graduate before completing four full years of high school, the parents must submit a written request to the Director of Cahaba Academy by October 31st. To graduate early means a student has completed the graduation requirements in less time than the traditional 4 years of High School. Parents must obtain written approval from the Director for early graduation.

Student Advancement Policy

If a family desires to have a student complete a grade level early or skip a grade level, they will need to submit a letter to the director stating the reason for the change of grade. This letter will be included in the student's academic file. It will be included with any student records if the family transfers to another school to assist the registrar in understanding the reasoning for an abnormal transcript. Cahaba Academy also will require Standardized Test scores on file that support the decision to advance as well as a meeting with the director.

Student Retention Policy

If a family determines there is a need to retain a child for academic or social reasons, we require a letter to be submitted to the director stating their reason for the retention. This letter will be included in their students' academic file. It will be included with any student records if the family transfers to another school to assist the registrar in understanding the reasoning for an abnormal transcript. Cahaba Academy will also require a meeting with the director before retaining the student.

FIELD TRIP GUIDELINES

Field Trips and Activities

Cahaba Academy's Field Trip and Activity Coordinators will assist parents who volunteer to arrange field trips for students and parents. Field trip participation is not required, and any cost is in addition to other fees or tuition.

"Field trips are the cream filling in our homeschool cookies." Andrea Berneche

Alabama has many excellent venues for field trips. Cahaba Academy parent

volunteers do their very best to plan and coordinate a variety each year to provide you with maximum opportunities. Please prayerfully consider which events best suit your family and your student's academics. Our field trips are open to Cahaba Academy members only (relatives or guests require prior approval from an event-specific coordinator).

Registration for most trips is submitted and paid for via the Cahaba Academy website. Please pay special attention to registration deadlines. Questions about field trips should be directed to the specific coordinator. Registrations are binding and your responsibility.

Please review with your family the 3-Rs before each trip/event:

Respect the host. Plan to arrive early and do not loiter afterwards. Please participate appropriately during the outing.

Respect the venue. Please make sure to monitor your family's trash and impact on the facility. Leave no trace or leave it better than found.

Respect the participants. Use best manners when interacting with the hosts or fellow participants. Strive to make all interactions Christ-glorifying.

"For we are a fragrance of Christ to God among those who are being saved and among those who are perishing." 2 Corinthians 2:15

Special Events

Cahaba Academy offers various special/holiday events for all ages throughout the school year. These events are hosted by Cahaba Academy leadership and are listed on the Cahaba Academy calendar.

GENERAL INFORMATION

Jr. High and High School Athletics

Cahaba Academy does not directly offer an athletics program; however, we do recommend competitive athletic opportunities for our 12-18-year-old students through two different programs. We have a relationship with East Central Homeschool Organized Sports (ECHOS), which is a founding member of the Alabama Christian Sports Conference (ACSC). For more information, contact ECHOS directly via their website: [East Central Athletics](#). Another option is the Alabama High School Athletic Association (AHSAA), which allows homeschool students to register to participate in athletic programs at their local public school. For more details regarding eligibility, go to

www.ahsaa.com. Participation in athletics is at the members' sole discretion and is not a requirement of Cahaba Academy Membership.

Curriculum Library

Cahaba Academy maintains a small "Curriculum library" or "resource room" for all the members of the group. Our library contains homeschool curriculum that can be checked out and returned after the year or semester. Visit [Cahaba Academy Library](#) to see our current selection.

Contact: library@cahabaacademy.org.

Certificates of Enrollment

The Registrar will need to verify enrollment and provide the required form ([Alabama State Form DL-1-93](#)) if your child needs to get a driving permit or license. Work permits can also be issued after appropriate documents are provided. Parents, as Faculty, can sign the Enrollment/Exclusion Form. If you would like to have the Registrar sign your form, please allow at least one week's notice before the form will be needed.

Contact: registrar@cahabaacademy.org

Cahaba Plus

Cahaba Academy facilitates supplemental and academic opportunities for members to expand their educational impact through a ministry called Cahaba Plus. Though not required, Cahaba Plus does provide parents with access to some educational content that may be beyond their teaching comfort level or desire to teach..

Stepping Stones members are eligible to participate in Cahaba Plus classes, but priority will be given to Cahaba Academy members. There will be a 5-day offset in Cahaba Plus class registration to allow Cahaba Academy members the ability to register before opening these offerings to the affiliate members. To register for Cahaba Plus classes, families must have completed all enrollment/re-enrollment checklist items prior to registering.

This ministry is administered by the Assistant Director and information can be found on our website. Contact: assistantdirector@cahabaacademy.org.

Beta Club

Cahaba Academy facilitates a service organization called Beta Club. Beta Club is a nationally known, well recognized club that promotes service, leadership, and academic excellence. Cahaba Academy has both a Junior and Senior Beta Chapter. For more information, visit the Cahaba Academy website or contact: betaclub@cahabaacademy.org.

Document Change Log

Version	Review Date	Implementation Date	Description of Change
5	9/13/2022		LPM updated grade scale and grade discussion wording, clarifying the detailed grading profile. Other minor grammatical changes.
6	10/28/2022		Updated Stepping Stones section to include AL Online Public School. Updated Cahaba Plus and SAT to distinguish priority for Cahaba Academy members to register first.
7	1/8/2023		Minor corrections to wording in the grading section.
8	2/27/2023	March 1, 2023	Updated tuition from \$150 to \$175
9	08/12/2023	August 12, 2023	Updated various links.
10	08/14/2024	08/18/2024	Added Assistant Director section, Student Retention Policy, Student Advancement Policy, undated Graduation Fee Policy. Various grammatical corrections.
11	03/03/25	04/01/25	Updated tuition from \$175 to \$200. Updated Stepping Stones section. Updated Beta Club email. Other minor grammatical changes and organization.
12	4/14/25	7/1/25	Complete review and revisions. Cleaned up language in several sections, basic grammar corrections. Made revisions to Director descriptions. Eliminate duplicate wording in several sections and some reorganization.