ACCELERATED CHRISTIAN EDUCATION®

LCA Student Handbook

Reaching the World for Christ, One Child at a Time

Lighthouse Christian Academy

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This handbook contains general information regarding the Lighthouse Christian Academy (LCA) administration, procedures, and fees. LCA reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the Academy and may apply to each student enrolled at the time.

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2008 Revision

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INTRODUCTION

Reaching the World for Christ, One Child at a Time

INTRODUCTION

Lighthouse Christian Academy began as M.A.C.E. (Missionary Accelerated Christian Education) in 1978. The original purpose of the Academy was to allow missionaries to educate their children through a distance-based school. In 1984 the name was changed to Living Heritage Academy, and the program was expanded to allow non-missionary families who were becoming a part of the growing homeschool movement to take advantage of the Accelerated Christian Education (A.C.E.) distance-learning program. On June 14, 1991, LHA honored its graduating seniors with the First Annual Graduation Ceremony held at LHA headquarters in Lewisville, Texas. At the beginning of the 2001-2002 school year, LHA's name was changed to Lighthouse Christian Academy to reflect the new mission of being a shining beacon to the world. The Academy has faithfully served its families for over 30 years. There are currently over 5,000 students in 49 countries enrolled in LCA.

The goal of LCA is to serve as an extension of the Bible-believing Christian home and local church, working harmoniously with parents to achieve God's purpose for their child. This training takes place at three levels: what we say, what we do, and what we are.

Successful Biblical training teaches the child to view life from God's perspective and to build a Christian worldview (Proverbs 22:6; Deuteronomy 6:5-7). LCA operates for the purpose of providing daily homeschool instruction for children in all branches of knowledge, from the previously stated perspective, with the objective of preparing them for a lifetime of service.

LCA is the official distance-learning provider for A.C.E. and exclusively uses the A.C.E. curriculum. In the 1960s, many students were not performing at their grade levels. This fact compelled many to question the very structure of the conventional

educational system. To address these concerns, A.C.E. designed a Biblically based educational program geared to meet the learning needs of the individual child. This program consists of self-instructional, Godly character-building, individually prescribed, mastery-based curriculum and material.

Educational Concept

The educational concept of A.C.E. was built on five basic laws of learning:

- The student must be placed on a level of curriculum where he/she can best perform.
- The student must set reasonable and appropriate goals, which can be achieved in a reasonable and prescribed period of time.
- The student must receive motivation through encouragement and support and achieve control through guidance and discipline in order to assimilate, use, and experience the educational material.
- The student's learning must have appropriate measurement applied to the results.
- The student's learning must receive recognition and reward for its value, effort, and significance.

Assurance

The pioneering work of A.C.E. features a curriculum assuring parents of:

- A solid, back-to-basics education for their children.
- A course of study individualized to meet a child's specific needs and learning capabilities.
- A program incorporating Godly character-building and wisdom principles.

From its beginning, A.C.E. has held to these goals. One result is students who score significantly higher on national standardized achievement tests than their counterparts in conventional schools.

Statement of Faith

Lighthouse Christian Academy is Biblical in its philosophy, objectives, and outreach. The LCA Statement of Faith is derived directly from the standards and beliefs of A.C.E. It covers Biblical principles and truths that all Bible believers accept and consider essential. These principles of faith are so clear in Scripture that their meaning and understanding cannot be questioned. LCA is committed to helping you train your children in a Biblically consistent manner.

We believe in:

- The plenary, verbal inspiration of the Bible, equally and in all parts and without error.
- The one God, eternally existent Father, Son, and Holy Spirit, Who created man by a direct, immediate act.
- The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and Second Coming of the Lord Jesus Christ.
- The Fall of Man, the need for regeneration by the operation of the Holy Spirit through personal faith in Jesus Christ as Saviour on the basis of grace alone, and the resurrection of every person to either eternal life or eternal damnation.
- The spiritual relationship of all Believers in the Lord Jesus Christ, living a life of righteous works separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.
- The Biblical mandate of the Great Commandment and the Great Commission for all Believers to proclaim the Gospel and to disciple all nations.

Mission Statement

The Mission Statement of Lighthouse Christian Academy is:

- To provide Biblically based, individualized, self-instructional curriculum, involving diagnostic testing, goal setting, and mastery of subject content.
- To accomplish this in a learning environment with informed family members assisted by experienced LCA advisors who supervise the educational process and challenge students to develop a relationship with Jesus Christ, incorporating the character traits of the Lord.

It is the purpose of LCA to give every distance-education student the opportunity to know Jesus Christ as his or her Lord and Saviour and to receive an education based on a Biblical interpretation and philosophy of education. LCA further encourages every student to dedicate his or her life to Christ in Christian service. To that end, the A.C.E. curriculum encourages students academically and spiritually to exceed minimum requirements for graduation and to excel to an individual maximum potential, both spiritually and academically.

Educational Philosophy

Every person and every system of education displays a particular understanding of reality that is reflected in its educational philosophy. The educational philosophy of the Accelerated Christian Education curriculum and program is distinct and clear in its beliefs. God is the authoritative source for all knowledge; and He shapes the Christian's view of reality with regard to time, matter, and mankind. The Bible is the ultimate Truth and is the interpretive system used in the A.C.E. curriculum to understand God, time, matter, and humanity as given to us in the Bible.

1. Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a student who enrolls in LCA should be educated as a whole child and that education should be based upon a Biblical worldview.
2. Education should be available to all children. LCA will therefore endeavor to expand its educational opportunities to parents and children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the school's standards.

3. Every child develops at a unique, individual pace based upon his or her developmental level, learning patterns, motivation, and academic potential. The LCA program is designed and prescribed to assist each student to achieve a personal relationship with God through Jesus Christ, to develop a Christ-like character, to lay a strong academic foundation, and to realize his optimum potential for maturation physically, spiritually, and mentally.

School Colors

LCA's school colors are royal blue, gold, and white. Biblically, blue represents the hope we have of the return of Jesus Christ. Gold signifies the glory of God and the might of His people. White denotes the victory and triumph the believer has over sin and death.

School Verse

"Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven." Matthew 5:16

Testimonials

"My daughter has always had a hard time in Spelling. The first few Word Building PACEs were no different. Due in great part to dyslexic tendencies, they were very difficult for her. On this last PACE, she earned a 100 percent on the Self Test! Often she would misspell the words she got right and spell correctly the ones she missed in the PACE. With this 100 percent, she was bubbling with laughter. She said she had a secret so she could remember the correct spelling. She is finally finding ways to compensate. I expect the future Word Building PACEs will become much easier for her."

C. Melton, Parent
Honduras

"It's not very hard to distinguish the qualities of homeschooling from public school. I know for a fact that I'm doing better in LCA's homeschooling program than I was in public school. Academically, I was not challenged in public school, but in homeschooling I am challenged and I am able to retain more information. I can literally go at my own pace, so I can actually comprehend and learn what it is that I'm studying. One huge difference is that I can learn more about our Christ and Saviour, whereas in public school you can't even mention God, let alone talk about religion. I am truly blessed to be continuing my education in a homeschool program. I know my future will be better now that I am attending Lighthouse Christian Academy."

D. Bridges, Student
Illinois

"We have used LCA for four years now. We have been blessed with fantastic advisors. They are as hands on or off as you want them to be. Each year LCA has made improvements. I am very pleased with the changes made due to accreditation. The handbook sent out this year gives validity to my school choice. The College Preparatory Academic Projection designed by my daughter's advisor is clear, and she knows what is expected for graduation. I am pleased that my child's diploma will be accredited."

N. Gunter, Parent
West Virginia

"This is my first year in Lighthouse Christian Academy, and let me tell you how much I have improved—academically and spiritually. Before I was homeschooled, I didn't get good grades, but now I'm passing. My parents are really proud of me, and I don't get into any more trouble! Now I have a new perspective on school so that I can succeed in the future."

J. Peterson, Freshman
Illinois

"One of the things I really, really appreciate about A.C.E. is how it gradually becomes more challenging over time. It never throws a curveball at the child by suddenly expecting him to do work at a much higher level. Because of that slow and steady method, the child always feels capable of the work and is able to process the information. A.C.E. has been a blessing for my 9-year-old son especially. He's a reluctant reader, and yet he works confidently at grade level in his PACEs. He's learned, and retained, so much grammar I can hardly believe it. I'm so glad I found a program that doesn't overwhelm my son but makes him feel successful in learning instead."

S. Miller, Parent
Texas

"I've really had an advantage because I've had to motivate myself to do work instead of having a teacher standing there telling me what to do. I had to have my own incentive to do it, just because I want to learn. I think I'm more mature. I think I am more comfortable with who I am as a person than most students my age because of my experiences with homeschooling."

S. McCullar, Student
Mississippi

ACCREDITATION

ACCREDITATION

The Academy has earned full accreditation with the Commission on International and Trans-Regional Accreditation (CITA) and the Southern Association of Colleges and Schools (SACS). Both of these accrediting agencies are widely recognized by educators and accepted as leaders in advancing quality school improvement. To achieve accreditation, LCA successfully completed the candidacy period, which included an extensive self-study. Site evaluation teams of experienced educators verified that the Academy met the CITA and SACS quality standards. LCA continues to engage in an improvement process that enhances student performance.

Benefits

There are many advantages associated with accreditation. LCA students earn a diploma accredited by CITA and SACS. Earning an accredited diploma may benefit the student in the following ways:

- **Transfer of Credits**
  Accreditation eases the transition of students as they move from one accredited organization to another. This ease of transfer applies across the nation through reciprocal agreements between the regional accrediting agencies.

- **Access to Programs and Scholarships**
  Accreditation may also benefit LCA students as they participate in specific sports programs, apply for college grants or scholarships, or pursue admission to colleges, technical schools, or military programs that require students to graduate from regionally accredited schools.

Commission on International and Trans-Regional Accreditation (CITA)
www.citaschools.org

Southern Association of Colleges and Schools (SACS)
www.advanc-ed.org

ENROLLMENT

ENROLLMENT

Lighthouse Christian Academy has a racial nondiscriminatory policy and, therefore, does not discriminate against members, applicants, students, and others on the basis of race, color, nationality, or ethnic origin. Enrollment in LCA is a privilege, and LCA reserves the right to suspend or expel any student, without refund, in accordance with the official policies determined by LCA.

Enrollment Period

The period of enrollment with LCA is considered to be a maximum of 12 months. It begins on the date enrollment is processed and the Annual Administration Fee is paid. Enrollment ends **either** 12 months later, **or** when the student has completed all academic coursework assigned for the school year, **whichever comes first**. If a student has not reenrolled once the original 12-month enrollment period has passed, the student's account will be charged a one-time $75 Extension Fee. This will provide a 3-month extension to complete and turn in the material. If a student has not turned in the material by the end of this extension, the student's status will be changed to inactive. A $35 per student charge will be assessed for processing grades on an inactive account.

Ordering

Each order should be placed by your academic advisor to receive the best discounts and ensure proper documentation of records. LCA will ship the order after payment is received. The academic advisor will order an LCA Chart Set for each student at the beginning of the year. This Chart Set contains all the documents a student needs annually to homeschool through LCA.

Some subjects require additional resource books. The academic advisor will automatically place these items on the order unless otherwise directed.

Order Checking

LCA encourages parents to inspect the curriculum order upon receipt. Please check the contents of the box against the invoice. Notify your academic advisor of any discrepancy within 10 days of receiving the order. The academic advisor will give instructions on how to correct the discrepancy.

Refunds / Returns

LCA accepts returns from customers for materials purchased from LCA within the last 90 days. Materials must be returned in saleable condition, unmarked, unstamped, and with no sign of shelf wear. If a PACE Test has been removed, the PACE is not returnable.

A 20% restocking fee will be charged for each return. Items not acceptable for credit are cassette tapes, videos, DVDs, CDs, floppy disks, training materials, printed forms, and individual components of sets or kits.

Please complete the Claim/Return form located on the back of the packing list. Your academic advisor can issue you a return authorization number. This number must be written on the Claim/Return form for credit to be given for the items. It is recommended that UPS be used for returns to ensure proper tracking.

Properly wrap, tie, and tape the carton. Newspaper should not be used as packing material as it could smear the PACEs. After processing, proper credit will be applied to your account and a Returns Credit Invoice will be forwarded. Allow three to six weeks for processing.

Order Claims

A.C.E. takes great care in filling, checking, and packing your order. However, sometimes errors are made. In light of such cases, LCA recommends checking the items received against the invoice to ensure all items have been included. Contact your academic advisor for further instructions if any discrepancy occurs. Claims must be requested within 10 days.

Family Referral Program

LCA appreciates the commitment and dedication its families have shown towards Christian education and the A.C.E. program. LCA has a family referral program to provide each family the opportunity to receive a reward for its faithfulness. An LCA family may earn credit towards the cost of the student's curriculum if a new family enrolls with the Academy because of its direct recommendation. LCA will credit the referring family's account $100 for each new family who subsequently enrolls in the Academy. The referred family will receive a $50 administration fee credit. To receive the forms for this program, please email lcareferral@aceministries.com or call LCA toll-free at 1-866-746-6534. All forms must be properly filled out and filed for credit to be received.

Reenrollment

After the PACE Tests and Master Record Sheet (MRS) for the current grade level have been recorded, the student may be advanced to the next grade level. Before your enrollment period has expired, a reenrollment form will be mailed from the academic advisor. In addition, on-line reenrollment is available at www.lcaed.com. Once the reenrollment form has been received and the Annual Administration Fee paid, the reenrollment can be processed.

Returned Check Fee

LCA will charge a $30 fee on all returned checks. This fee will automatically be charged to the student's account. The account balance must be paid in full by money order or credit card before any further activity will be accomplished on the part of LCA, including, but not limited to, additional orders, verifications of enrollment, diplomas, etc.

Verification of Enrollment

It may become necessary to obtain proof that a student is enrolled with LCA for insurance and legal purposes. Upon request, a verification letter of enrollment with LCA may be provided from the academic advisor at no charge. Please note that the student must be currently active and in good standing academically and financially to receive verification. The same requirements apply when the signature of an academic advisor is necessary for the student to receive Social Security benefits or driver's license forms.

BEGINNING THE SCHOOL YEAR

Reaching the World for Christ, One Child at a Time

BEGINNING THE SCHOOL YEAR

Academic Advising

Lighthouse Christian Academy provides a qualified academic advisor for every family. The academic advisor provides experienced counseling on all academic matters related to the LCA educational program. The academic advisor is available by telephone or email Monday through Friday from 8:15 a.m. to 4:30 p.m. Central Time to answer any concerns or difficulties the parent or the student may be experiencing.

Transferring Credits

LCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. LCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an accredited LCA diploma. LCA does not offer high school credit by examination.

Diagnostic Testing

All transfer students coming from curriculums other than the A.C.E. curriculum are tested for academic placement. LCA provides each student a diagnostic test prior to placing the curriculum order. Since each curriculum is unique, diagnostic testing will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed. The parent should administer, score, and return the diagnostic test to LCA within 30 days of receiving it. Diagnostic testing is also available online for free. Email the results to LCAed@aceministries.com. The academic advisor will evaluate the tests and formulate an academic prescription. For more instructions about diagnostic testing, please refer to your *Home Educator's Manual*.

Academic Projection

Each student of LCA enrolled in 9th grade or higher will receive an Academic Projection each year from the academic advisor. The student's Academic Projection will be based upon one of the four courses of study offered by LCA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the academic advisor, parent, and student, while adhering to the academic requirements of the Academy. See the Course Requirements on pages 22-23.

The academic advisor will produce the student's Academic Projection after the course of study is agreed

upon, listing all courses required for completion before an LCA diploma may be issued. The parent will receive two copies of the student's Academic Projection. One of the copies must be signed by the parent and returned to LCA. The Academic Projection may also be signed electronically using the Parents' Link (www.aceministries.com/homeschool/lca/lcams/login.aspx).

Each year after reenrollment, the academic advisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy of all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection.

The Academic Projection will contain all credits accepted by LCA earned through a previous high school, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible academics even if it may take an additional year.

Course of Study Requirements Comparison Chart

Programs	General	College Preparatory	Honors
Math			
Pre-Algebra	Choice of one 1.0 Credit Course	-	-
Business Math		-	-
Algebra I	1.0 Credit	1.0 Credit	1.0 Credit
Geometry	1.0 Credit	1.0 Credit	1.0 Credit
Algebra II	-	1.0 Credit	1.0 Credit
Trigonometry	-	0.5 Credit	0.5 Credit
English			
English I	1.0 Credit	1.0 Credit	1.0 Credit
English II	1.0 Credit	1.0 Credit	1.0 Credit
English III	1.0 Credit	1.0 Credit	1.0 Credit
English IV	1.0 Credit	1.0 Credit	1.0 Credit
English Composition II	-	-	1.0 Credit
Social Studies			
World Geography	1.0 Credit	1.0 Credit	1.0 Credit
World History	1.0 Credit	1.0 Credit	1.0 Credit
American History	1.0 Credit	1.0 Credit	1.0 Credit
U.S. Civics and Economics	1.0 Credit	1.0 Credit	1.0 Credit
Science (Labs Required)			
Biology	1.0 Credit	1.0 Credit	1.0 Credit
Physical Science	1.0 Credit	1.0 Credit	1.0 Credit
Chemistry	-	Choice of one 1.0 Credit Course	1.0 Credit
Physics	-		1.0 Credit

Programs	General	College Preparatory	Honors
Bible			
New Testament Survey	1.0 Credit	1.0 Credit	1.0 Credit
Old Testament Survey	Choice of one 1.0 Credit Course	Choice of one 1.0 Credit Course	1.0 Credit
Life of Christ			Choice of one 1.0 Credit Course
New Testament Church History			
Non-Core			
Etymology	1.0 Credit	1.0 Credit	1.0 Credit
Keyboarding	1.0 Credit	1.0 Credit	1.0 Credit
aceconnect/Computer Literacy	1.0 Credit	1.0 Credit	1.0 Credit
Speech	0.5 Credit	0.5 Credit	0.5 Credit
Music	0.5 Credit	0.5 Credit	0.5 Credit
Health	0.5 Credit	0.5 Credit	0.5 Credit
Foreign Language	-	2.0 Credits (In the same language)	2.0 Credits (In the same language)
Physical Education	2.0 Credits	2.0 Credits	2.0 Credits
Electives	2.5 Credits	1.5 Credits	-
Total Credits Required	**24.0 Credits**	**26.5 Credits**	**28.0 Credits**

NOTES: Course requirements are effective for incoming freshmen and new high school students, beginning with the 2009-2010 school year.

Honors students must maintain a high school average of at least 94% and score at least 22 on the ACT or 1,000 for the Critical Reading and Math scores combined on the SAT. Please contact your academic advisor if you have any questions.

If a student is unable to complete one of the above-mentioned Courses of Study, a Vocational Course of Study can be prescribed by speaking to your academic advisor.

NON-PACE SUBJECTS

Reaching the World for Christ, One Child at a Time

NON-PACE SUBJECTS

State History

The second half of 7th level social studies is comprised of a state history study. If state history PACEs are not available for your state, your academic advisor will provide you with information to complete a State History Research Project. This independent study is beneficial as it may involve the whole family, and it allows the student to pursue areas of personal interest. Also, opportunities exist to attempt various activities that may lead to future interests. Evaluation of this project will be based on the following: Content and Summary, Visual Illustrations, Creativity and Presentation, and Title Page and Bibliography.

Keyboarding

LCA offers each high school student the chance to earn one credit in Keyboarding by obtaining a typing speed of at least 40 words per minute (wpm) and completing five keyboarding projects. The student is asked to use a program to officially validate the student's typing speed. With an accuracy of at least eighty percent, 40-49 wpm will earn the student a "C," 50-59 wpm a "B," and 60 wpm and above an "A." The student is also asked to type a bibliography with at least ten references, a title page, a table of contents, a business letter, and a personal letter. Visit the Parents' Link or contact your academic advisor for the Keyboarding form or for more information.

aceconnect® Technology Training (Computer Literacy)

Each high school student can earn one credit by completing the aceconnect® Technology Training course. This high-tech computer literacy program allows students to learn Microsoft Windows® or Macintosh® operating systems as well as the Microsoft Office suite. This course, available online and on CD-ROM*, will provide basic computer skills to prepare the student for the challenges of college and the work place. The required "core" courses for aceconnect® consist of one operating system and one Microsoft Office suite. Students using the CD-ROM version must choose one version to learn, such as Microsoft 2003. Students utilizing the online version are able to choose any and all versions. Eighteen supplemental courses are available

* Limited Tech Tracks available on CD-ROM.

through the online version only. These courses do not count for credit but can be used to make up the time requirement for students who test ahead on the required courses. Also available only online are Brainbench exams. These are advanced exams that are taken by many adults in the workplace and are used by some companies for certification tests. Purchasing the aceconnect® program online or on CD allows a student one year of access. Students should work at an average rate of one hour per day to complete the course. Contact your academic advisor for more information.

Foreign Language

LCA is pleased to offer 31 foreign languages through Rosetta Stone, a computer-based program. Rosetta Stone is one of the world's foremost authorities on foreign language study. The program is built to cater to any student's learning style, be it auditory, visual, or kinetic.

A.C.E. now offers an enhanced Version 3 Rosetta Stone. Version 3, Level 1 (1 credit) consists of 4 units and is a comprehensive course for understanding the basics of the chosen language. Version 3, Level 2 (1 credit) consists of 4 units and gives the student intermediate proficiency in the language. Version 3, Level 3 (1 credit) consists of 4 units and leads to advanced proficiency in the language.

Version 2 of Rosetta Stone contains Level 1 (2 credits) and Level 2 (2 credits). Level 1 provides a comprehensive course of study for beginning learners, leading to intermediate proficiency. Level 2 provides more advanced instruction. Rosetta Stone languages are also great to use with younger students who do not need foreign language credits. For more information, or to order, contact your academic advisor.

Additional Electives

Students enrolled in LCA are required to exclusively use A.C.E. curriculum. However, credits for elective courses not offered by LCA may be recorded on the LCA transcript. These credits must be preapproved by the academic advisor with the parent's understanding that final credit will not be given until all coursework is completed and supporting documents are

submitted. Credits will be issued in one-half credit increments based on amount of time spent in the

classroom, complexity of assignments and projects, and completion of the appropriate documentation. Parents are required to submit an *Application for Elective Credit* for a course to be considered for credit. This form is to be signed by the teacher. Grade sheets, tests, project analyses, and other written documentation of work completed must accompany the application. To earn one-half credit in a particular subject, the student must attend class or experience one-on-one tutoring for a minimum of two hours weekly for thirty-six weeks. For a full credit, the student must attend class a minimum of four hours weekly for thirty-six weeks.

Weekly music lessons combined with practice time may qualify for consideration. Students must submit an *Application for Elective Music Credit* to receive credit for private music time. This form is to be signed by the teacher and should be accompanied by a log of lesson and practice time. Students must complete four hours a week of lesson and practice time for thirty-six weeks to receive one-half credit in music. Students can earn one-half credit per year, with a maximum one credit overall this way. This type of credit does not fulfill the one-half credit Music requirement. Students are still required to complete the six-PACE Music course.

LCA will also accept credits earned from other institutions of learning for non-core subjects. Dual Enrollment credits will be accepted for courses if an official transcript is issued from the institution confirming completion. Dual Enrollment courses can include advanced coursework such as Calculus. These courses must meet the requirements as outlined previously for elective credits.

DAILY PROCEDURES

Reaching the World for Christ, One Child at a Time

DAILY PROCEDURES

It is best to keep all PACEs in a box or file drawer until the student is ready to use them. **Please remove all PACE Tests from the PACEs and all Test Keys from the Score Keys upon receipt. It is imperative to file these where the student will not have access to them**. When ready to begin, select the first PACE of each subject (the one with the lowest number).

Next, give the PACEs, one in each subject, to the student. Help the student fill out the Goal Card that is in the LCA Chart Set. It is important the student takes no more than three weeks to complete and test on a PACE. Encourage the student to take at least two Tests each week. This is the minimum for academic progress.

Goal Setting

The A.C.E. program emphasizes the importance of daily goal setting. The student must take learning one day at a time. The total yearly workload may seem insurmountable, but a steady completion of work will see the student through. **Students must set achievable daily goals. LCA recommends that students complete an average of 4-7 pages in each subject per day**. However, students should balance the workload between the easier and more difficult subjects. Most students will tend to complete the minimum amount of work each day and may need to be encouraged to do more. Require students to attempt challenging tasks. This forces them to set priorities, to struggle, to concentrate, to seek alternatives, and to budget time. These tasks build confidence and maturity as students experience accomplishment through effort, determination, and right choices.

When setting goals, consider the difficulty of the pages. A student may be able to complete six pages of work in a PACE when those pages contain illustrations or less complicated material. However, for more difficult pages, such as those with many math problems, complex English activities, or difficult reading or writing assignments, the student may be allowed to complete fewer pages in that subject. When the student takes full responsibility for goal setting, additional time should be added to review the objectives, scan the material, complete the Self Test, score the work, and determine a day to take the Test. The student should count the number of pages and divide the total by the number of days allotted to determine the minimum daily goals. If a student tends to procrastinate by not completing goals as expected, a parent may write a “target test date” on the front cover of the PACE.

For more instructions on Goal Setting and an example of a Goal Card, please refer to your *Home Educator’s Manual.*

Scoring Procedures

As the student progresses through the PACE, he or she will come to a score strip. **At this point the student stops working and asks for your permission to score**. Scan all pages to be scored to be sure all answers are complete. When scoring, the student checks the answers with the proper Score Key and marks a wrong answer with a red "X" beside the question number. When the pages are scored completely, a red "X" is placed in the first box of the score strip. The student then returns the red pen and the Score Key to their proper places and returns to the work area. After scoring, the student should research the incorrect answers, correct mistakes, and, with a pencil, put an "X" in the second box of the score strip, then rescore. When the answers are correct, circle the red "Xs" (beside the questions) with red ink. When rescoring has been completed and all the answers are correct, a red "X" is placed in the third box of the score strip. The student should not proceed in the PACE until the answers preceding the score strip are all correct.

Although scoring is the student's responsibility, care must be taken to safeguard the academic integrity of LCA. **To minimize the temptation and possibility of cheating, the student must be supervised during work time. When not in use, all Score Keys and Test Keys must be kept in a secure location.**

Checkups

A Checkup is a minitest covering a section of the PACE. If mastery in a subject area has not been achieved, the Checkup will reveal the weak area. Before a student begins work on a Checkup, be sure all activities prior to the Checkup are completed and scored. The student should attempt to answer all questions before looking back at previous pages. All questions on the Checkup should be scored and mistakes corrected before proceeding to the next section of the PACE.

Testing Procedures

The following procedures will walk you through the process of homeschool testing.

- **Have the student work the Self Test without looking back into the PACE for answers**. After scoring, the parent and student will be aware of any deficiencies. If questions were missed, have the student look back into the PACE for the correct answers. Make sure the student has mastered the Self Test before proceeding to the PACE Test the following day.

- When you know the student is ready for the PACE Test, have the student take the Test, using a pencil, at the designated testing area. **Make sure an adult supervises the student while testing.**
- **When taking a math or science PACE Test, students should always be careful to show the work, either on the Test or on a separate piece of paper. Turn in all scratch paper with the Test.**
- When the student finishes the Test, remove the Test Key from its secured location and score the Test. **The supervisor (parent) is the only person who should have access to the Test Keys. The supervisor (parent) is the only person to score a PACE Test. The student should never score the Test or "correct" mistakes on the Test after it has been graded in order to receive a higher grade**. It is best to score the Test while the student is out of the room.
- The Test will state the point value for each incorrect answer. Please note that the point value may change in different sections of the Test.
- **When scoring, mark only the wrong answers with a red "X" beside the activity number.**
- LCA uses the A.C.E. curriculum, which utilizes the King James Version of the Bible exclusively in the PACEs. **We require the PACE Scripture verse to be memorized exactly as it is in the PACE to receive credit.** If the Scripture verse is written differently in the PACE or on the test, it should be marked incorrect.
- To find the Test score, subtract the amount of points missed from 100 to obtain the percentage score. Even though a few Tests do not total 100 points, the Tests are still worth 100%. If the student gets every answer correct, regardless of any extra points, he will receive a perfect score of 100%.
- **LCA maintains a high academic standard in which all students are required to score a minimum of 80% on all PACE Tests**. If the student scores below 80%, you must reorder that PACE and have the student rework the entire PACE and retake the Test. The original score is replaced by the new score if it is 80% or higher.
- **Record the Test score on the Master Record Sheet. Send in completed Tests and the bottom copy of the Master Record Sheet to your advisor every semester (6 PACEs per subject)**. When we receive your Tests, they will be evaluated for accuracy. We will then enter the scores and promptly send you a Progress Report.
- LCA will not accept republished, duplicated, reproduced, or transmitted in any form or by any means, electronic or mechanical, including photocopy, tests.

Achieving Higher Test Scores

- **Have the student complete each PACE within three weeks**. Longer time may cause the student to forget a concept. Set goals of 4 to 7 pages per day for each subject.
- Each student should know and memorize important vocabulary, definitions, and math/science formulas.
- Instruct the student to read the text for that day's goals. Then have the student reread the text, taking notes of important information (for example, formulas, rules, and steps of procedures) before he or she answers the questions. If the student reads only enough text to find the answer, the ability to do his or her best will be hindered.
- Minimize noise and distractions in the learning environment.
- Provide good nutrition. Poor nutrition may reduce alertness.
- Make it a priority for the student to have a visual screening at least once a year.
- Instruct the student to review the final Test when completed. **Encourage him or her to double-check every answer. (In math, even a third check may be necessary if the first two answers differ)**.
- Check the anxiety level of the student on testing day. If the student is emotionally upset, he or she may not perform well.
- **Try not to schedule more than two PACE Tests on the same day**. It is best to schedule difficult Tests on separate days.
- **Quiz the student on missed Checkup and Self Test questions the day before the Test**. Look for sections where he or she did not fully understand the material and go over it to ensure understanding. Also, quiz the student on missed questions to check for comprehension of concepts.
- Require the student who tends to be careless to list the page number of the correct answer to each missed Self Test question.
- Avoid testing on Monday mornings and Friday afternoons. Students tend to test better on Tuesday, Wednesday, and Thursday.
- Before a student begins work on a Self Test, make sure all previous activities are completed, scored, and corrected. When the Self Test has begun, the student should not look back at previous pages. Since the Self Test covers the entire PACE, it is an excellent gauge to the student's readiness to take the final PACE Test. **An initial score of 90% or higher**

indicates the student is ready for the PACE Test.

- Make sure the student receives a good night's sleep prior to the Test.

Record Keeping

One of your most important documents is the Master Record Sheet (MRS). This form provides an instant record of a student's grades in each subject for the year. It also serves as an attendance record. The MRS is enclosed in the LCA Chart Set included in each curriculum package order for the year.

The PACE number is entered in the top half of each box. Each corresponding Test score is entered in the bottom half of each divided box. There are no Mid-Term Tests or Final Tests in the A.C.E. program. When the student is finished with the first semester, that is, he has completed six PACEs in each subject, LCA requests that the parent mail the pink copy of the MRS, along with all completed PACE Tests to the academic advisor. Address all correspondence as shown below.

Your academic advisor will evaluate, verify, and record the grades on the student's permanent record. A computerized Progress Report will then be mailed to the parent.

This process is repeated when the student has finished the remaining prescribed curriculum for the year.

Attendance

At the bottom of the MRS is a section called the Activity and Academic Log Key. It should be filled in on a daily basis using the letter codes. This is your official attendance record, and it is very important to keep this document current for state requirement purposes.

Attn: (Advisor's Name)

Lighthouse Christian Academy

P.O. Box 160328

Nashville, TN 37216

STUDENT SERVICES

Reaching the World for Christ, One Child at a Time

STUDENT SERVICES

Class Rings

LCA has arranged for Jostens, America's leader in class rings, to provide LCA students with the ability to order their class rings. Rings are available with a variety of metals, stones, and other options. Students have the choice of the LCA logo or a personalized side (see the Josten's website at jostens.com) as well as the A.C.E. logo. Rings are competitively priced and come with a lifetime warranty. This is a wonderful way for students to show their pride in their school and achievements.

Stanford 10 / OLSAT 8

A.C.E. uses one of the finest achievement and aptitude test combinations available, the Harcourt Stanford Achievement Test Series, Tenth Edition (Stanford 10) and the Otis-Lennon School Ability Test, Eighth Edition (OLSAT 8). The Stanford 10 is a technically advanced, valid, and reliable assessment tool that can provide the data to evaluate and guide your student's progress toward meeting academic standards. It also provides a means of measuring academic growth from year to year.

The OLSAT 8 is an ability test that measures the skills that are important to your student's academic success. With the Stanford 10 measuring your student's actual academic progress, the OLSAT 8 then provides realistic estimates of his or her potential for academic success. Taken together, these two tests provide a wealth of information that you may use to help guide your student's academic progress. (The OLSAT 8 will be administered in Levels 2, 5, and 8.)

The Stanford 10/OLSAT 8 must be administered in controlled environments. This means that you will need to take your student to a designated testing site on given dates in April. Most sites will be local A.C.E. schools. LCA is only responsible to pay the fees for a student taking the Stanford 10 at an approved A.C.E. testing site listed on our website. The test is only given in April of every year so you need to contact LCA in February of each year to order the test and find the test site closest to you. Please watch for more information in the mail and *The Lighthouse Beacon* as time gets closer. More information about the Harcourt tests may be received by contacting LCA's Stanford Coordinator at strdtestinfo@aceministries.com or toll-free at 1-866-746-6534.

College Information

LCA is pleased to offer assistance to juniors and seniors as they begin looking for a college or university that will meet their educational needs and begin searching for ways to pay for that college education. LCA keeps a list of scholarships and scholarship search engines to pass along to students and parents. LCA can also assist you in filling out the FAFSA (Free Application for Federal Student Aid) to acquire federal grants that do not have to be repaid. For more information, email collegefinaid@aceministries.com or call toll-free 1-866-746-6534.

PSAT / NMSQT

When a student reaches the junior year, it is time to begin making preparations for college entry. One of the first steps for your student is to take the PSAT/NMSQT. The PSAT/NMSQT is the Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test and is taken in the student's junior year. The PSAT will give students a look at what the SAT test will be like as well as an idea of what they should be able to score on the SAT. The PSAT is also used as the National Merit Scholarship Qualifying Test. The National Merit Scholarship Corporation awards hundreds of thousands of dollars in scholarship money to top scoring students. Many colleges also offer large scholarships based on National Merit achievement.

The PSAT/NMSQT is only offered once in October of each school year. Students need to contact their local school district to register for this test. Most schools charge only a nominal fee to cover expenses. When your student registers to take the PSAT/NMSQT, please reference the LCA school code 431-769 so that the results will be sent to LCA.

In preparing for this test, consider using one of the various successful test preparation software programs available at your local bookstore. With computer study guides, students have the opportunity to take practice PSAT/NMSQT tests. Students may also access the PSAT/NMSQT website at collegeboard.org for more information and practice questions. If you have any questions or wish to receive additional information, please contact LCA at collegetesting@aceministries.com or toll-free at 1-866-746-6534.

SAT / ACT

Many colleges require applicants to present results of a college entrance examination. The most popular examinations are the SAT and the ACT. Colleges and universities use the test results along with other criteria to determine admission eligibility. These

scores often determine the student's qualification for scholarships as well.

It is recommended that students take the college entrance exam towards the end of their junior year or during the first semester of their senior year. By this time, students typically have completed most of the course work covered by either test. Both tests may be taken more than once with the highest score forwarded to colleges. Before the student chooses a test date, the application deadline for the college of choice should be considered. Keep in mind that it will take several weeks for score reports to be processed and mailed to chosen colleges.

College-bound students usually score higher on the SAT or ACT when Algebra I and Geometry are completed back to back within two years and immediately prior to taking the college entrance exams. Our academic advisors are aware of this need and prescribe these courses accordingly. Students who do not complete the required high school courses of Algebra I, Geometry, Biology, Physical Science, and Chemistry or Physics may not do as well on college entrance exams. In preparing for these exams, consider using a test preparation software program or book available at your local bookstore.

The LCA school code, 431-769, should be noted on the test registration form. This will enable the organizations to forward the student's scores directly to LCA to be recorded on the permanent record. Requests for SAT or ACT registration packets may be directed to LCA at collegetesting@aceministries.com or toll-free at 1-866-746-6534. See the SAT website at collegeboard.org or the ACT website at act.org to receive more specific information regarding these examinations.

Transcripts

LCA is pleased to offer accredited transcripts for enrolled students. A parent may obtain an unofficial copy at any time by calling the LCA Registrar or the academic advisor. To protect the academic integrity of the transcript, LCA prefers to send official transcripts directly to colleges and universities. However, if a parent needs an official transcript sent to the home, it will be sent in a sealed envelope, which should not be opened. LCA will provide up to five official transcripts per student at no charge. After this, there will be a $10 charge per official transcript. This charge must be paid before the transcript is sent.

Transcript requests may be made by emailing LCAed@aceministries.com, faxing 615-612-6126, or by calling toll-free 866-746-6534, Options 1, 2. To expedite your request, please provide the name of the student at the time of enrollment, the student's birth date, type of transcript needed (official or

unofficial), the institute's address, and a contact number should there be any questions.

Graduation Process

Graduation from LCA is determined by achievement, not chronology. The A.C.E. curriculum is designed to enable a student to complete the graduation requirements on a schedule commensurate with ability. Some students may complete the graduation requirements for LCA earlier than others. Time is not the deciding factor with the Academy–learning is; therefore, students will not receive an LCA diploma until they have met all academic requirements, completed the prescribed course of study from their academic advisor, and paid all necessary fees.

Upon completion of the most recently signed Academic Projection, the student can earn a high school diploma. All tests must be returned and processed by LCA staff. The academic advisor will contact the family to verify correct name,

graduation date, and see if official transcripts should be mailed to any colleges. The diploma will be sent to the student after all financial obligations, including the graduation fee, are met. Please allow two to three weeks for processing of the diploma.

LCA Graduation Ceremony

A formal ceremony is held each year for all LCA graduating seniors who choose to participate. This exciting evening features graduates in caps and gowns, a special guest speaker for the commencement ceremony, a keepsake video of the ceremony, and opportunities to meet some of your LCA graduating class and faculty members. A portrait photographer will be available for group and/or individual pictures. LCA encourages all graduating seniors to attend, as it will deeply impact their lives and the lives of their families. Information will be sent to all seniors in the fall of their senior year.

Student Conventions

Each year, A.C.E. sponsors Regional and International Student Conventions. Thousands of young people compete in many events such as music, speech, art, athletics, academics, and numerous aspects of service. Included on pages 41 and 42 is a list of the various events in which students can compete. Please check the A.C.E. website for updates and changes to the list.

Students are encouraged to begin working on their events in the early fall in order to be prepared in time for regional competition. Regional Conventions are held in the spring, beginning in March. Students compete at the regional level to qualify for the International Student Convention held at the end of May. Open Events are also available at ISC for students who did not participate in the Regional Convention or did not place at the regional level.

For more information about Student Conventions, please contact the Student Convention office at studentconventions@aceministries.com or 615-612-5200. The *Student Convention Guidelines* are available at no charge at www.aceministries.com.

ISC Event List

ACADEMICS

General

201 Bible Memory*
202 Checkers**
203 Chess**
204 Spelling
210 Science Exhibit — Collection
211 Science Exhibit — Research
212 Science Exhibit — Engineering
213 Science Exhibit — Theoretical
214 Social Studies — Collection
215 Social Studies — Research

Team

216 PACE Bowl**
217 Bible Bowl

Creative Composition

220 Essay Writing
221 Poetry Writing
222 Short Story Writing

Computer Programs

223 Website Design*
224 PowerPoint Presentation* (Linear)
225 PowerPoint Presentation* (Nonlinear)

Christian Service

230 Soulwinning Award*
231 Golden Apple Award*
232 Golden Lamb Award*
233 Golden Harp Award*
234 Christian Soldier Award*
235 Christian Worker Award*

ARTS

Brush/Pen/Knife

301 Oil
302 Watercolor
303 Acrylics
304 Sketching
305 Pen and Ink
306 Colored Pencils
307 Pastels
308 Woodworking (Wood Construction)
309 Woodworking (Wood Turning)
310 Woodworking (Woodcarving)
311 Woodworking (Marquetry)
312 Sculpture
313 Metalworking*
314 Scrapbooking

PHOTOGRAPHY

Monochromatic (B/W, Sepia, and Grayscale)

321 Scenic
322 Still Life
323 Plants and Animals
325 Character Trait Picture

Color

331 Scenic
332 Still Life
333 Plants and Animals
334 Special Effects
335 Character Trait Picture
340 Computer Photo Enhancement

NEEDLE/THREAD

350 Coordinates
351 Dresses
352 Formals*
353 Coats/Suits*
355 Counted Cross-Stitch
356 Embroidery
357 Crewel*
359 Crochet
360 Knitting*
361 Quilts
362 Afghans*

ATHLETICS (Male)

Track

401 100-Meter Dash
402 200-Meter Dash
403 400-Meter Dash
404 800-Meter Run
405 1600-Meter Run
406 400-Meter Relay
407 1600-Meter Relay

Field Events

420 High Jump
421 Running Long Jump
422 Shot-Put
423 Discus

Other

424 Soccer Kick
426 Physical Fitness
427 Basketball**
428 Table Tennis (Singles)**
431 Tennis (Singles)**

Archery

436 Unlimited Free Style
437 Limited Free Style
438 Bare Compound Bow
439 Traditional Instinctive

ATHLETICS (Female)

Track

411 100-Meter Dash
412 200-Meter Dash
413 400-Meter Dash
414 800-Meter Run
415 1600-Meter Run
416 400-Meter Relay
417 1600-Meter Relay

Archery

445 Unlimited Free Style
446 Limited Free Style
447 Bare Compound Bow
448 Traditional Instinctive

Other

450 Table Tennis (Singles)**
451 Volleyball**
454 Tennis (Singles)**

DRILL TEAM / COLOR GUARD / FLAG CORPS

460 Drill Team (Male)*
461 Color Guard (Male)*
462 Flag Corps (Female)*

MUSIC

Vocal

501 Male Solo
502 Female Solo
503 Male Duet
504 Female Duet
505 Mixed Duet
506 Male Trio
507 Female Trio
508 Mixed Trio

509 Male Quartet
510 Female Quartet
511 Mixed Quartet
512 Small Ensemble (5-15)
513 Large Ensemble (16 and up)

Instrumental

520 Solo–Piano (Male)
521 Solo–Piano (Female)
523 Solo–Woodwind
524 Solo–String (Plucked)
525 Solo–String (Bowed)
526 Solo–Brass
527 Solo–Miscellaneous
530 Duet–Piano
531 Instrumental Duet
532 Instrumental Trio
541 Instrumental Quartet
542 Small Instrumental Ensemble (5-10)
543 Large Instrumental Ensemble (11 and up)
544 Handbell/Hand Chime Choir
550 Music Composition* (Nonperformance)
551 Music Arranging* (Nonperformance)

PLATFORM SPEECH / DRAMA

602 Oratory (Male-Female)
603 Dramatic Monologue (Female)*
604 Expressive Reading (Male)
605 Expressive Reading (Female)
606 Famous Speech (Male)
607 Poetry Recitation (Male)
608 Poetry Recitation (Female)
609 Preaching (Male) ages 13-15*
610 Preaching (Male) ages 16 and up*
618 Dramatic Dialogue (Male-Female)
619 Clown Act (Male-Female)
620 One-Act Play
621 Illustrated Storytelling (Male)
622 Illustrated Storytelling (Female)
623 Puppets (Male-Female)
624 Ventriloquism (Male-Female)*
626 Interpretation for Deaf (Male-Female)*
627 Radio Program (Nonperformance)*
628 Scripture Video (Nonperformance)*

Event Table

* Open Competition
** Elimination Events

ENRICHMENT ACTIVITIES

Reaching the World for Christ, One Child at a Time

ENRICHMENT ACTIVITIES

Students at LCA may take courses beyond the A.C.E. required core curriculum. These subjects are designed for the student's enrichment and offer additional challenges to the students who complete the core curriculum quickly. The following elementary electives are available for selected levels.

- Animal Science (Level 2)
- Choose Art (Levels 2–5)

Feel free to discuss any interest in additional courses with your academic advisor who will also be glad to place the order for them.

Readmaster Plus

A.C.E. has developed the Readmaster Plus software suite, which includes four distinct software programs on one CD-ROM. The programs include Readmaster®, Typemaster®, Math Builder®, and Word Builder.

- Readmaster® is a reading and vocabulary program that progressively increases reading speed and comprehension for Grade Levels 1-12.
- Students may learn to type or increase their typing abilities with Typemaster®.
- Math Builder® increases the student's skills with troublesome math concepts such as fractions and division as well as other skill areas.
- Word Builder is designed to enhance spelling skills for Levels 2-8.

Since Readmaster Plus has a built-in reward system in the form of optional games, it can also be used as a great motivational tool while providing educational entertainment to the student. Contact LCA for more information or to order Readmaster Plus.

Homeschool Journal

LCA encourages the establishment and maintenance of a daily record of activities not recorded on the Master Record Sheet. Students above the 4th level may be encouraged to write their thoughts and observations. The diary or journal could include the student's view on individual improvements, accomplishments, field trips, and other special events.

Bible Memorization

Memorizing God's Word takes time and discipline, but like any spiritual discipline, the reward of growing closer to God is beyond measure. When your child has memorized his passage of Scripture:

1. Let your advisor know by mail, on your MRS, or by email.
2. Your advisor will post the memorized passage on the academic record.

3. At the end of the year, go to the Parents' Link at www.aceministries.com/homeschool/lca/lcams/login.aspx and to print, click on **Bible Memorization Certificate**.

Suggested Scripture Memory Passages and Alternatives:

SEPTEMBER	(Under age 10)
John 3:1-17	John 3:10-17
I Timothy 4	I Timothy 4:1-12
Psalm 51	Psalm 51:1-12
Psalms 1 and 2	Psalm 1
OCTOBER	(Under age 10)
Philippians 2:1-16	Philippians 2:1-11
Psalms 23 and 24	Psalm 23
John 15:1-17	John 15:1-12
Psalm 90	Psalm 90:1-12
NOVEMBER	(Under age 10)
Psalm 34:1-19	Psalm 34:1-11
II Timothy 2:1-15	II Timothy 2:1-10
I John 1-2:6	I John 1
Proverbs 1:1-19	Proverbs 1:1-12
DECEMBER	(Under age 10)
Isaiah 53	Isaiah 53:1-7
Proverbs 15:1-20	Proverbs 15:1-13
Luke 2:6-19	Luke 2:6-14
I Thessalonians 5:1-22	I Thessalonians 5:12-22
JANUARY	(Under age 10)
Ephesians 6:1-17	Ephesians 6:1-11
James 1:1-20	James 1:1-12
I Peter 1:13-2:3	I Peter 1:13-21
Matthew 6:9-25	Matthew 6:9-21
FEBRUARY	(Under age 10)
Psalms 46 and 121	Psalm 121
Romans 12	Romans 12:1-9
Psalm 139:1-18	Psalm 139:1-14
Ephesians 2:1-18	Ephesians 2:1-10
MARCH	(Under age 10)
John 1:1-18	John 1:1-12
Exodus 20:1-17	Exodus 20:3-17
Romans 13	Romans 13:8-14
Psalm 119:1-16	Psalm 119:1-11
APRIL	(Under age 10)
Galatians 5:22-6:10	Galatians 6:1-10
James 3	James 3:1-10
Matthew 5:1-18	Matthew 5:1-12
I Corinthians 2	I Corinthians 2:1-9
MAY	(Under age 10)
Colossians 3:1-20	Colossians 3:1-10
Romans 6:1-18	Romans 6:1-12
I John 4:1-17	I John 4:1-8
I Corinthians 13	I Corinthians 13:4-13

Field Trips

Field trips are a fun way to provide your homeschool students with interactive learning experiences. Whether you take a walk through a state park or visit your neighborhood library, field trips can be a great opportunity to spend time with your children and spark their love for learning. Here are a few ideas:

Nature walk or hike, local zoo, park, state parks, state capitol, museums, state or local fair, local factories, restaurants, bakery, specialty shops, fire station, police station, pet store, sports store, wildlife refuge, library, bagel or donut shop, or a pizza shop.

A Few Tips to Observe

- Make sure your family is appropriately dressed by

planning ahead. Make a list of items to bring such as food, money, information materials, activity supplies, and a first-aid kit.

- Teach your children new vocabulary words that are relevant to the trip.
- Keep a field trip journal.
- Whether you are planning a field trip for two or for the whole family, it is important to use these opportunities to display good behavior—an example of the Believer.
- Schedule safe field trips.
- Any background information on your destination will enrich the experience and make it more meaningful.
- Use field trips to motivate accomplishments of academic goals (i.e., when the week's goals are complete).
- Remember to mark your Attendance Sheet on the Master Record Sheet with F (Field Trip).

Support Groups

Consider joining a homeschool support group in your area. These groups often plan activities such as field trips, physical education activities, art, music, and cultural events. They offer the student opportunities to interact with other students of the same age.

Music and Art

To enhance A.C.E. music and art courses, take advantage of community opportunities. Many communities offer classes in music and the arts. Check your local newspaper, library, or local colleges. Develop a music appreciation class by researching composers and listening to a variety of music styles. Students may take music or voice lessons or join a choir or local singing group. Your academic advisor can provide you with LCA's guidelines for elective credit to see if a high school student is eligible to receive credit for these classes.

A.C.E. Seminars

A.C.E. offers opportunities for LCA parents to sharpen their skills. Staff members in schools using the A.C.E. curriculum and parents of homeschool students may join together for an occasion of fellowship and training at the annual A.C.E. fall Educators' Conventions. If you are seeking a time filled with spiritual challenges, warm fellowship, practical techniques, and God's dynamic presence, this convention is for you! For additional information about dates and locations, visit www.aceministries.com or contact your LCA academic advisor.

Dual Enrollment

Students attending model or quality status schools exclusively using the A.C.E. curriculum are currently able to dual enroll with LCA. Upon completion of LCA's financial and academic requirements, those students will receive a diploma from the Academy accredited by CITA and SACS. The student would then receive the same benefits as other students attending accredited schools. They are also given the option to attend the LCA graduation ceremony each year.

PARENT / GUARDIAN RESPONSIBILITIES

Reaching the World for Christ, One Child at a Time

PARENT RESPONSIBILITIES

Financial

The parent or guardian is responsible for all fees incurred by enrolling in LCA, whether in the form of the one-time Application Fee, Annual Administration Fees, payment for the curriculum, or any other fees that may apply. These fees must be paid in full to receive requested services from LCA.

LCA offers many benefits upon enrollment. However, services not regularly included will be subject to a $35 per hour Advanced Help Fee. These services include, but are not limited to:

- Grading and/or regrading PACE Tests
- Recording grades on a MRS not included with the PACE Tests
- Grading Diagnostic Tests
- Processing grades for an inactive account
- Other research or additional services

The parent or guardian will be contacted prior to Advance Help being given or charged and will have the option of having LCA return the material to the parent or guardian for completion. A one-hour minimum charge will be used for the Advanced Help Fee.

Supervision

LCA is a distance-learning academy and is therefore unable to directly supervise the student. Upon the student's enrollment in LCA, **the parent automatically assumes the responsibility of supervising the student**. This includes keeping the Score Keys and Test Keys in a secure location. We understand that the temptation for copying answers and/or cheating is present. The parent assumes responsibility for keeping the Score Keys and Test Keys in a secure location.

Motivation

Motivation is the positive element initiated to inspire achievement. Consistency, love, and interest build the student's self-image and confidence and inspire the student to further success. Rules must be set to control the student; however, caution is in order. Often controls are implemented in a "watchdog" manner, which conveys to the student, "Be careful; I have my eyes on you." Without realizing it, you can communicate a distrustful attitude that discourages the student's self-confidence. The student needs to feel your trust. An atmosphere of trust can be enhanced through subtle expressions of confidence in a student and appreciation when good behavior is shown—a pat on the shoulder, a smile, a request for the student to help you, or words such as "I have confidence in you."

A student who is told someone has confidence in him or her will tend to act accordingly. Praise, compliment, and encourage the student in order to build character.

Assistance

The student may not be accustomed to assuming the responsibility for learning, nor adapted to perseverance and challenge. The normal first reaction to a difficult equation or question may be to ask for help. The A.C.E. program puts the responsibility for learning on the student with information and skill building in the PACE. You are a leader and an inspirer of learning. Most of the time the student's problem is lack of interest or confidence. The parent's greatest responsibility and most important function are exercised in these cases. Words of confidence, encouragement, reassurance, and sincere personal interest provide the positive factors. Opportunities for motivation come, especially when a student has an academic problem that demands additional help.

When a student calls for academic assistance, ask leading questions that focus the student's attention on the solution. If the question is immediately answered, the student's mental inquiry may stop short of a learning experience. The parent should not answer the PACE questions but determine the nature of the problem and help the student find the answer.

If the student realizes a question will be answered without having to work at it, he or she will become lazy and likely resort to asking for help at the first sign of a challenging question rather than taking responsibility to master the problem.

The A.C.E. curriculum is designed to facilitate learning rather than teaching. You will become adept at assisting students in digging out answers and gaining insights into learning how to learn. When the student asks an academic question, you should give help, not the answer. You might respond in any of the following ways:

- "What seems to be your difficulty?"
- "Read aloud the instructions for the particular sections or problems." (See if the student understands key words.)
- "Explain in your own words what you think you are supposed to do."
- "Work out the problem while I listen to your explanation."
- "Where is the example or paragraph in the PACE that relates to the question?"
- "Review the examples (or previous completed problems)."
- "Would an encyclopedia or dictionary help?"
- Observe any possible oversights or mistakes (subtracting instead of adding, multiplying instead of dividing, negative instead of positive, north instead of south, etc.)

Stay with the student until pursuit of the correct course toward an answer is demonstrated or until the correct answer is found. When the student answers the question, you have a valid reason for bestowing earned

praise. This builds self-confidence in independent learning.

The way you respond to the student's request for help affects the learning process. Responses may either inspire or demean a student. You are either a motivator or a negative drain on the student. The student needs encouragement and adult approval to build self-confidence. Facial expressions, voice inflections, gestures, and comments all affect the student's academic performance.

Research State Laws

LCA is an academic institution and is not qualified to give legal advice. Parents are responsible to research, know, and comply with the homeschool laws of their state. The laws are different from state to state and change frequently. Some states may require a minimum number of school days, notification in writing stating your intent to homeschool, or even yearly evaluations.

A few states require the parents to keep a portfolio of their student's records. Some suggestions follow:

- Keep each LCA Progress Report.
- Store some or all PACEs for reference.
- Maintain copies of the MRS for each student.
- Record school attendance either using the MRS or create your own form.

A few states require the parent to keep original copies of each Test the student takes. In such cases, LCA will return the Tests to the family after verifying and recording the grades. It is recommended that you include a note with the Tests requesting this service.

Feel free to contact your state homeschool organization for information concerning state laws. Contact your academic advisor if you need assistance.

Notification of Address Change

Changes in address and/or phone number should be reported to LCA in writing as soon as possible. This ensures that all communication, newsletters, progress reports, and other information is received by you in a timely manner. LCA checks and updates each family's address at the time of reenrollment. Please inform LCA of any address change during any other time of the year.

Withdrawal

All parents/students desiring to officially withdraw must submit a request in writing. The one-time Application Fee is nonrefundable. The Annual Administration Fee is refundable on the following declining scale:

Requests received within 0-30 days of enrollment.....100%
Requests received within 31-60 days of enrollment.....50%
Requests received within 61-90 days of enrollment.....25%

All requests for refunds must be made in writing. The date used for determining refunds will be the date that LCA receives the request. Curriculum that is intact and able to be resold is returnable if returned within 90 days of purchase. Returned curriculum is subject to a 20 percent restocking fee. Please contact your academic advisor for a Return Authorization Number and instructions on returning curriculum.

It is recommended that the parent forward all completed Tests to ensure all records are updated. Parents requesting a transcript will receive an unofficial transcript. Official transcripts and records will only be sent directly to the other school. Please allow three weeks for withdrawal and official transcripts to be produced and forwarded to the school.

Parents' Link

More information about Lighthouse Christian Academy may be obtained from www.lcaed.com. The Parents' Link may be accessed from the home page and can be used to check the grades entered for each of your children enrolled in LCA.

Various forms needed throughout the student's schooling with LCA may be accessed through the Parents' Link. Upon enrollment please provide an email address as one avenue of communication between you and your academic advisor. Once you have enrolled and provided an email address, your academic advisor will set up a user name and password so that you may access the Parents' Link, www.aceministries.com/homeschool/lca/lcams/login.aspx.

Home Educator's Manual

The Home Educator's Manual and the Home Educator's Activity Pac are indispensable resources for the training of the LCA homeschool parent.

This manual will guide you through daily activities, record-keeping, and other guidelines for homeschooling with the A.C.E. curriculum through the LCA program. Completion of this training is required for LCA parents.

1. Once you receive your Home Educator's Manual and Activity Pac in your New Family Packet, immediately remove the Test from the center of the Activity Pac.
2. Read the instructions and begin your training.
3. Upon completion of the Home Educator's Activity Pac, send the graded Test to your academic advisor.

Your advisor will mail a completion certificate upon receipt of the Home Educator's Activity Pac Test.

Tutoring

The A.C.E. curriculum is designed to be self-instructional. A student will learn to "teach" himself and be able

to find answers to his own questions. **The parent is the homeschool supervisor or teacher** and, as such, should be able to assist the student if any academic question should arise that the student is not able to handle. Most often, just listening to the student talk the problem through and reread the text will provide the necessary answer.

At times, more help is needed. The academic advisor or other LCA staff may occasionally assist with curriculum questions. However, academic advisors are unable to function as tutors due to the volume of families they are assisting. If more than occasional assistance is necessary, the parent should consider hiring a tutor. Many times, someone in the student's local church may be able to assist the student with academic assistance. A parent might also turn to a local homeschool support group. These organizations often have information about people who have assisted other homeschooled students with academic difficulties. If a student has continual difficulties in understanding subject matter, the academic advisor can prescribe additional PACEs designed to help a student learn fundamental concepts. After taking these few PACEs, a student can often go back to the subject that was difficult and be able to complete it with a better understanding.

Reenrollment

As stated before, the student is enrolled with LCA either for a period of twelve months or for the completion of the curriculum package, whichever comes first. Upon completion of the enrollment period and finalization of the year's grades, the parent must reenroll the student for the next grade level before the next level's curriculum package may be ordered.

Reenrollment may be processed online if paying the Annual Administration Fee with a credit card. Visit www.lcaed.com and click on "Reenroll Online."

Another way a student may be reenrolled with LCA is to fill out the Reenrollment Form, which is enclosed with the LCA Chart Set and the 11-month reenrollment reminder letter. One form needs to be filled out for each student reenrolling. Include payment for the Annual Administration Fee and send it to:

ATTN: Enrollment Office
Lighthouse Christian Academy
P.O. Box 160328
Nashville, TN 37216

Reenrollments being paid for with a credit card can be faxed to LCA at 615-612-6126.

The academic advisor will contact the family after the reenrollment is processed to order the next curriculum package for the student.

GLOSSARY OF TERMS

A.C.E. – Accelerated Christian Education is the ministry that started in 1970 to provide a self-instructional, Biblically based curriculum. LCA is part of the ministry of A.C.E.

ACT – One of the college entrance examinations.

Academic Advisor – the person assigned to the student who provides assistance, help, and guidance in reference to academics.

Academic Balance – achieved when a student is working on his academic grade level and at the same rate in each subject.

Academic Prescription – the total curriculum package assigned by the advisor for the given school year.

Academic Projection – a year-by-year and course-by-course outline of what a high school student must complete to earn a diploma from Lighthouse Christian Academy.

Activity Pac – Beginning at the eighth level, social studies and science PACEs contain a consumable pop-out packet of activities to be used in conjunction with a text, which the student may keep for future reference.

CITA – Commission on International and Trans-Regional Accreditation, one of the accrediting organizations for LCA.

Checkup – a minitest appearing periodically throughout a PACE. To test the mastery of the concepts, the student attempts to answer all questions in the Checkup before looking back at previous pages.

Core Curriculum – the main subjects in the A.C.E. curriculum including math, English, Literature and Creative Writing, social studies, science, Word Building, and Bible Reading.

Curriculum Items – term for each PACE and Score Key in the A.C.E. program.

Diagnosis – a process of determining a student's academic strengths and weaknesses. Diagnostic tests assist the advisor in prescribing where the student should be placed in the A.C.E. curriculum.

Enrollment Period – time frame a student is enrolled with LCA on one Annual Administration Fee. Maximum of 12 months or completion of all academic work assigned for the school year, whichever comes first.

Etymology – the 9th and final level of Word Building, which teaches root word origins and high school level vocabulary.

Gap PACEs – PACEs assigned to strengthen specific skill weaknesses revealed to the advisor by diagnostic testing.

Goal Card – form the student uses to record the daily pages required in each PACE.

Goals – daily assignments a student must complete in each subject.

Individualization – philosophy of education used by the A.C.E. curriculum. It enables each student to progress at his or her own level of proficiency.

Learning Center – designated area in which student completes academic work.

MRS – Master Record Sheet, the form on which the parent records the score for each PACE Test and submits to LCA along with the Tests.

Noncore Curriculum – all subjects not included in the core curriculum.

Noncurriculum Items – all non-PACE items including resource books, videos, computer software, etc.

OLSAT 8 – the *Otis-Lennon School Ability Test*, *Eighth Edition*, which measures those abilities that relate to the student's ability to learn in school.

PACE – Each booklet or unit of A.C.E. curriculum is referred to as a PACE; there are twelve PACEs for each year of subject material. PACE is an acronym for a Packet of Accelerated Christian Education.

PACE Test – final Test; initially located in the middle of each PACE and removed before the PACE is issued to the student. Counts for 1/12 of the student's yearly average in each subject.

Parents' Link – an online tool for parents to check grades and to access various forms (www.aceministries.com/homeschool/lca/lcams/login.aspx).

Performance Level – the academic level at which a student functions in the A.C.E. curriculum.

Progress Report – a report LCA produces and mails to families after the student's Test and copy of the MRS are submitted to and processed by the Academy.

Reenrollment – process of enrolling a student for another school year with LCA.

Registrar – Staff responsible for processing transcripts and diplomas.

SACS – Southern Association of Colleges and Schools, the regional accrediting organization for LCA.

SAT – One of the college entrance examinations.

Score Key – a booklet containing the answers to questions in the PACE and on the PACE Test.

Self Test – a pretest at the end of each PACE, reviewing and testing all concepts taught in a PACE; it is taken before the final PACE Test. A Self Test is designed to help a student measure his comprehension of material in the PACE.

Stanford 10 – a technically advanced assessment tool that can provide valid and reliable data to evaluate and guide students' progress toward meeting academic standards.

Student Progress Chart – a chart that records the student's progress. A star is placed on the chart for each PACE Test the student passes.

Word Building – a vocabulary-controlled study of words, root words, prefixes, suffixes, etc. (traditionally called spelling).

NOTES

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