



Parent & Student Handbook

Welcome to Equip Christian Academy!

Dear Parents and Students,

Welcome to Equip Christian Academy! We are so pleased to be a part of your educational and foundational journey. With a shared Christian-value system, we will foster a community within our educational environment where we can all learn, grow, and thrive.

Teachers, staff, and admin at Equip are blessed with the opportunity to provide a top-notch education within a safe and accepting environment. Christian families have the freedom to engage with others who share similar basic principles and work together to better one another and our world.

We at Equip will work together as a community to be sure that all students, parents, and staff have access to all of the resources that they need to promote growth of the whole person. We know that education goes beyond what is in a textbook or on a computer screen. Education has its basis in family and community support and values. It is with this basis that students leave our school equipped with all the tools they need to be successful and impactful global citizens.

Equip welcomes you to what promises to be an engaging school year with us. We hope that you will work together with us to make your academic and personal growth as deep and far reaching as possible. We look forward to the blessing of getting to know you in your time with us and to being part of your personal educational team.

Best Regards,

Equip Faculty and Staff

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Section 1 – Mission, Vision, and Core Values

Welcome to Equip!

We are delighted to have each and every new family who joins us as part of the Equip family! We hope that you will use this guide to help you to get to know who we are here at Equip, our expectations of students and our commitment to you as educators, and most importantly, a grasp of our vision for academic success achieved through Christian values.

Please use this handbook as your resource for expectations and procedures. When in doubt, please always speak to your teachers, Success Coaches, and Education Guides. We are all here to help you on your journey with us at Equip.

1.1 Mission Statement

Families working with Equip will be provided with an educational experience that is rooted solidly in core Christian values through opportunities for diversity, community, and of course, top notch academics.

Our mission is to partner with families to provide students with high-quality education from a biblical world view in a safe, respectful environment. We aim to equip students with the knowledge, skills, and courage to impact the world through their leadership and service.

1.2 Philosophy

At our school, we believe that all students are equipped with the ability to learn if given the individualized support and opportunities to do so in an environment that is safe and nurturing to the whole child. Education extends beyond the textbook; students find the most success when they have been allowed to thrive as a person. Students whose values and beliefs have been nurtured and respected as part of their education will bring this same worldview to everything that they do – thus making them not only good students, but successful, content, and productive global citizens.

1.3 Core Values

Equip's mission is supported by our commitment to the following shared principles and core values:

Accessibility: Equip provides educational access to a diverse community of traditional and non-traditional learners in an environment that is safe, caring, and supports the freedom of inquiry with a Christian world-view.

Collaboration: At Equip we work together as a team to challenge and support one another. We know that multiple perspectives create a richer environment for continuous improvement.

Compassion: At Equip we exhibit the Christian value of compassion by recognizing and supporting the individual needs of our staff, students, families, teachers, and success coaches. We encourage students to have compassion for one another by teaching them to respect and value one another.

Integrity: At Equip we hold ourselves accountable for conducting operations in an ethical manner and practicing honesty, respect, objectivity, kindness, and fairness.

Learning: Equip fosters an environment of knowledge, understanding, encouragement, and kindness that promotes learning.

Quality: Equip is committed to high standards of excellence and continuous improvement in all aspects of its evolving operations.

Section 2 – Academic Organization

2.1 Accreditation

Equip is a private school accredited by [Cognia](#), the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). These accreditations ensure Equip students can transfer their credits to other schools and universities across the world and certifies that our diplomas are equivalent to those from other accredited schools and universities. Accreditation ensures Equip is adhering to rigorous goals and standards and is committed to continuous improvement.

2.2 Address

Corporate Mailing Address:

Equip Christian Academy
2657 Windmill Parkway #142
Henderson, NV 89074

School Address:

*Equip Christian Academy
1197-C E. Los Angeles Ave. #245
Simi Valley, CA 93065*

2.3 Academic Structure

Equip is structured into four school divisions.

1. Elementary School – Grade Kindergarten to Grade Five
2. Middle School – Grade Six to Grade Eight
3. High School – Grade Nine to Grade Twelve
4. Adult Education – Grade Thirteen

2.4 Academic Terms

Equip has rolling enrollment allowing students to enroll and start their courses at any time throughout the year. This is different from traditional schools which generally operate on an academic year defined by first and second semesters. To maintain consistency and clarity, Equip uses terms to define the academic year and students are placed in these terms based on the start and end dates of their courses. There is one full term per academic year and one summer term that typically runs from April 1 to July 15 each year.

2.5 Holidays

Equip recognizes and is closed for 10 holidays and two break weeks as outlined below. During these holidays, all offices will be closed, and teachers, Success Coaches, and Education Guides will not be responsible for grading or answering emails, text messages and phone calls. Equip encourages students to take the time off to relax and refresh. Equip will send a reminder email to families prior to each holiday notifying them of the closure.

- New Year’s Day, January 1st
- Martin Luther King Jr. Day, Third Monday of January
- President’s Day, Third Monday of February
- Spring Break, the week before Easter is celebrated
- Memorial Day, last Monday of May

- Independence Day, July 4th, if this day falls on a Saturday Equip will be closed on the preceding Friday, if it occurs on a Sunday, Equip will be closed on the following Monday.
- Labor Day, first Monday of September
- Thanksgiving Day (fourth Thursday of November) and the Friday after Thanksgiving
- Christmas Eve, December 24th
- Christmas Day, December 25th
- Winter Break, the week between Christmas Day and New Year's Day

2.6 Graduation

Equip holds an annual online graduation ceremony each year in June to honor our graduating seniors for the academic year. All students graduating any time in that calendar year are welcome to attend the ceremony even if they are yet to complete their courses. Teachers, Success Coaches, and Education Guides participate in the graduation ceremony each year to help us celebrate the graduating class.

Equip also celebrates our students graduating from Elementary School (5th grade students) and Middle School (8th grade students) students each year with an online graduation ceremony. Teachers, Success Coaches, and Education Guides are in attendance to recognize these students. Students, family members, and friends are welcome at all graduation ceremonies.

2.7 Graduation Requirements

Equip is an online California private school. As such, it follows the graduation requirements of the California Department of Education. Students may choose a standard, college preparatory, or honors level diploma path to meet these requirements. For more information, please visit our [graduation requirements page](#).

2.8 Diploma

Equip issues a High School Diploma to all students who successfully complete our graduation requirements. Students transferring to Equip from another school must complete at least four (4) credits at Equip to be issued a diploma.

2.9 Curriculum

Equip is a fully virtual school that follows the state of California's curriculum standards. Equip currently allows students to choose from one of our two approved comprehensive curriculum offerings. All curriculum offerings are vetted by our administrative team following a defined curriculum approval process. This process ensures that each curriculum meets the California standards as well as Equip's standards for quality and learning excellence.

2.10 Course Materials

Some courses offered at Equip may require additional courses materials. To obtain a list of materials required families may:

- Login to the student or guardian account and click on External Links
- Contact the teacher of the course

2.11 Curriculum Access

Each online curriculum used at Equip is delivered to students via a Learning Management System (LMS) and is accessed through Equip’s SIS. Each LMS has unique features and requirements. If you have any questions or concerns about the LMSs, please contact your Success Coach. If you need technical support, please complete a technical [support ticket here](#).

Equip uses LIFEPACs for families that want a print-based curriculum. LIFEPACs are purchased separately by the family. You can purchase LIFEPACs online [here](#) or at other online retailers including Amazon.

2.12 Technology

Equip courses are completed online and each LMS has specific technical requirements. You can find the technical requirements for [Ignitia](#) and [Accelerate](#) here.

The basic technical requirements for Equip are:

- PC or Mac preferred, but some smart phones or tablets may be used
- Reliable internet connection
- A microphone for world languages

2.13 Student Information

Equip maintains all student records in our secure student information system (SIS) known as “Genius”. All information contained in [Genius](#) is confidential and used only for internal purposes relating to student academic information and needs. Students will access their courses via Genius and students and guardians can contact the Success Coach, Education Guide and/or teacher(s) using Genius’s messaging system. Guardians can view all student progress in Genius, make a payment, and print receipts. Equip recommends guardians login to Genius at least once per week to view student(s) progress.

Note: Genius updates student progress information once every 24 hours for all LMSs. You can view your student’s real-time progress by having the student login to Genius and access the LMS by launching a course.

2.14 Contacts

Equip’s teachers, Success Coaches, Education Guides, support staff, and administration are here to support our students and their families. Below is a list of common topics and who to contact or where to find the necessary information. If you have any questions or concerns, please feel free to contact us.

Topic	Contact Information
Adding or Dropping a Course	Contact your Education Guide, Success Coach or teacher
Additional Resources	Resource Page Here
Billing or Tuition Questions	admin@equipchristianacademy.com
General Information	info@equipchristianacademy.com
Order LIFEPACS	Order Here
Questions about student's grade in a course or on an assignment	Contact the teacher of the course. Their contact information can be found by logging into your account in Genius
Records/Transcript Requests	info@equipchristianacademy.com
Renewing	Contact your Success Coach

Technical Support	<u>Contact Support Here</u>
Withdrawal Questions	<u>admin@equipchristianacademy.com</u>

Section 3 – Academics

3.1 Full-Time and Part-Time Enrollment

Full-time Students

Students enrolled in three (3) or more courses at Equip are considered full-time students. All full-time students in grades K-12 are assigned a Success Coach (for full time fully online students) or an Education Guide (for full-time homeschool students) and are eligible to participate in homeroom (grades K-8), clubs, social hours (grades 9-12), and other live events. Full-time students can participate in Seesaw (grades K-8) or Discord (grades 9-12).

Students enrolled in fewer than three (3) courses or single courses at Equip are considered part-time students. Part-time students are not assigned a Success Coach or Education Guide and may not participate in any live events including homeroom (grades K-8), clubs, social hour (grades 9-12). Part-time students are also not eligible to participate in Seesaw (grades K-8) or Discord (grades 9-12).

3.2 Teachers

Equip’s online courses are delivered asynchronously (not live), through each LMS. Although students are learning from a distance, they are not alone. Each course at Equip is supported by a certified teacher. Though sophisticated online classes are remarkable in how they deliver individualized learning, a well-trained, certified, “human” teacher is invaluable. Teachers at Equip will:

- Grade student assignments within 48 hours (except for weekends and holidays) of submission and provide feedback on each assignment.
- Respond to all communications and unlock courses within 24 hours (except for weekends and holidays)
- Clearly and effectively communicate course expectations
- Answer student questions and provide additional resources for a concept if needed to support learning
- Monitor student performance and progress and notify student guardian of any concerns
- Host scheduled homeroom (grades K-8), clubs, tutoring, and social hours (grades 9-12)
- Facilitate discussions in Seesaw (grades K-8) and Discord (grades 9-12)

3.3 Success Coaches & Education Guides

Success Coaches:

Equip believes the key to success is to establish a partnership with our students and their families. We are committed to ensuring that parents are fully aware of both their child’s progress and the resources available to them so we can work together to create the best possible support structure. Equip assigns each full-time student in our fully online programs a success coach who provides academic support, motivation, and guidance. You can expect your success coach to:

- Support your student alongside their teachers to enhance learning by monitoring student progress and performance

- Call guardians at least once a month to discuss student progress and performance and provide guidance and support. If you are unable to accept this call, please plan with the success coach to speak with them at a more convenient time for both of you.
- Notify the student’s teachers of any changes or challenges that may affect the student’s ability to submit work on a consistent schedule
- Contact students and families within 72 hours of their start to date to walk you through the systems and answer any questions
- Respond to all communications within 24 hours (except for weekends and holidays)
- Host homeroom (grades K-8), clubs, and social hours (grades 9-12)
- Facilitate discussions in Seesaw (grades K-8) and Discord (grades 9-12)
- Notify guardians of any concerns in the student’s progress or performance

Success coaches will notify the Equip director if:

- You have any concerns about the program or want to withdraw from a course or Equip
- Your student is unable to work for a long period of time or needs accommodations
- You have questions regarding tuition

Education Guides:

At Equip, we understand that in order to grow and achieve as a person, a student needs to feel supported at all levels academically. Full-time families who chose our more traditional homeschooling roles with either the online or print-based curriculum will be assigned a dedicated Education Guide. In our homeschool options, while the parent or guardian acts as the teacher, the Education Guide oversees the student’s progress at Equip through regular contact with families regarding their student’s progress in their courses. You can expect your Education Guide to provide:

- Dedicated and consistent interaction with families and students
- Live sessions and meetings
- Expert guidance in choosing courses and curriculum
- Assistance with records and documentation
- Monitoring of student progress
- Assistance to address concerns and problem solving
- Review of samples of student work in print-based curriculum options
- Assign final grades in all courses and issue credit(s)

3.4 Communication

Communication between parents and Equip teachers, Success Coaches, and Education Guides is a key component of your student’s academic success. This communication is essential to maintain the partnership between Equip and families. Respectful, productive communication is expected from parent to staff, student to staff, and staff to students and parents. Teachers, Success Coaches, and Education Guides are the parent’s first point of contact for academic questions. These staff are also an important link of communication to the Equip administrative team. Parents are expected to maintain responsiveness to all communications including emails, phone calls, and text messages.

3.5 Grading Scale

Equip assigns letter grades based on the grading scale below:

Letter Grade	Percentage	GPA Points		
		Standard Courses	Honors Courses	AP & Dual Enrollment Courses
A	90 - 100	4	4.5	5
B	80 - 89	3	3.5	4
C	70 - 79	2	2.5	3
D	60 - 69	1	1.5	2
F	0 - 59	0	0	0

3.6 GPA Calculation

Equip GPA is calculated on a 4.0 scale, where an A = 4.0 points, B = 3.0 points, C = 2.0 points, D = 1.0 points, and an F = 0.0 points. Honors courses are weighted at an additional 0.5 point and Advanced Placement (AP) and dual enrollment courses are weighted at an additional 1.0 point on the calculated GPA. You can contact your Success Coach or Education Guide if you have questions about your GPA or there are many free GPA tools online such as - [GPA Calculator](#)

3.7 Bulk Work

Equip is a flexible, self-paced school that allows students the opportunity to work on assignments according to their schedule. Although it would be best if students submitted assignments each week, there may be times when students submit several weeks' worth of assignments at one time. If a student submits 10 or more assignments at one time, teachers have up to four (4) days from the date of submission to grade those assignments.

3.8 Socialization and Community

All full-time students at Equip are encouraged to explore and join our extracurricular activities and social networks. Part of Equip's successful learning model includes providing students with opportunities to engage with other students, teachers, and success coaches.

Elementary and Middle School Students

Equip full-time elementary and middle school students can attend live homeroom sessions weekly or participate in a club. These sessions are a fun way for students to connect with other students and teachers and staff at Equip. Students can share their webcams, with permission, and meet other students from around the world, live.

Elementary and middle school full-time students can also interact with other students via Seesaw, our social networking application. On Seesaw, students can post pictures, videos, and communicate via messaging with other students and their teachers, Success Coaches, and Education Guides. All communications on Seesaw must be approved by an Equip staff member before they are posted.

High School Students

Full-time Equip high school students can participate in a variety of clubs, join a live tutoring session for academic help, or take part in our live social hour sessions. Students

can share their webcams, with permission, and meet other students from around the globe in live online sessions. Your Success Coach or Education Guide will email you the schedule and corresponding links.

Equip full-time high school students can also connect with other students in Discord, the social networking application used for high school. On Discord, students can make new friends, get help from other students or teachers, and share their creative expressions.

All live events and Equip’s social networking apps are supervised by an Equip teacher or Success Coach. Students must have a permission slip signed by their parent or guardian on file to participate and adhere to Equip’s [code of conduct](#). Please ask your success coach or education guide for more details.

3.9 Code of Conduct

Standards of conduct are just as important in our virtual environments as they are in any traditional school. To ensure that all students and families understand the behavioral expectations for our online learning environment, Equip has developed a “Code of Conduct” that all students are expected to follow. This code of conduct addresses students’ interactions with teachers, Success Coaches, Education Guides, support staff, administration, and other students as well as students’ individual actions. The following expectations apply to all Learning Management platforms, synchronous (live sessions), and any other forms of communication:

1. Students are expected to use respectful language when speaking and communicating through any format including, telephone, text, email, or chat features. Students are not to use obscene, profane, threatening, and/or disrespectful language or images in any communications with teachers, Success Coaches, Education Guides, staff, and/or other students.
2. All communications with other students must be Equip related in nature and must be polite, courteous, and respectful. The sending of unsolicited emails and/or messages to other students is prohibited.
3. Whenever possible, students should turn on their cameras while participating in synchronous sessions. If/when this is not possible, a student self-photo (selfie) should be used, so that they are easily recognizable to others.
4. Students must use a “selfie” and video feed background that is appropriate for an educational environment. The Equip team reserves the right to determine if a profile picture and/or video feed background is inappropriate. Students using an inappropriate picture or background will be required to update them.
5. Students attending a synchronous session with their cameras on, are expected to be dressed appropriately for an educational setting. The Equip team reserves the right to determine if the student is appropriately dressed. Students not appropriately dressed will be required to turn off their camera.
6. Students are prohibited from sharing or posting videos, chat logs, or pictures from synchronous session, copies of student, teacher, or LMS generated assignments, quizzes, or tests on social media, gaming networks, or elsewhere online without written permission from Equip.
7. Students will be notified prior to the streaming or recording of a synchronous session.
8. The integrity and authenticity of student work is taken seriously and checked using a variety of technologies. Copying the work of others, allowing others to knowingly copy your work, doing another student’s work (or your child’s) work, and/or misusing content

from the internet is prohibited and course result in removal from the courses with a failing grade in accordance with our [academic integrity policy](#).

9. Students should refrain from using email addresses and passwords that use profanity or may be construed as offensive. The Equip team reserves the right to determine if the email address or password is inappropriate and should be changed.
10. It is important to protect your password and not share it with others except your parent or guardian.
11. Security is a high priority, especially when the system involves many users. If you identify a security problem in any Equip system or environment, notify your teacher, Success Coach, or Education Guide immediately.
12. Equip students are subject to all local, state, federal, and international laws governing the internet. Consequently, all team members of Equip will cooperate fully with any local, state, federal, or international officials in any investigation related to illegal activities through internet access.
13. Students are never required to share personal information or contact information with other students in our social media settings or live sessions. If they chose to do so, it should only be done with the permission of their parent or legal guardian and Equip is not responsible.

3.10 Pacing Expectations

To stay on track and finish their courses on time, students should try to stick to the suggested due dates in the LMS or LIFEPAC and submit their coursework on a regular basis. If you plan to be on vacation or not working regularly, please notify your Success Coach, Education Guide or teacher. They can assist you in adjusting your student's schedule, within your enrollment date parameters. Students who do not complete their courses by the end date may have the option of purchasing an [extension](#) for an additional fee.

3.11 Skipping Around in Courses

To make sure our students can reach their full potential in each class, Equip requires students to work in order of assignments as they occur. Assignments are most often cumulative and/or build on concepts from previous work, so Equip considers working in order to be to the best benefit for student academic success. Students may not proceed to the next unit until all work has been completed at a satisfactory level in the current unit. If the student has completed all work in a unit and is ready to move on to the next unit, please have the student contact the teacher.

3.12 Academic Integrity (Plagiarism)

Equip defines academic dishonesty as including but is not limited to:

- Paraphrasing a source and not using in-text citation and reference.
- Paraphrasing, quoting, or copying any material from websites such as Coursehero, Brainly, Quizlet, etc.
- Using a direct quote from any source and not using quotation marks, in-text citation, and reference.
- Citing a source with fake bibliographical information.
- Sharing assignments, exams, and answers with other students.
- Writing a paper for another student.

- Purchasing, posting, selling, or copying papers, assignments, exams, or quizzes, from any website.
- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
- Falsifying or misrepresenting any documents, emails, text messages, notes, or other forms of communication.

The most frequently observed form of academic dishonesty is plagiarism. To avoid plagiarism, a student must credit sources on all work submitted. Equip uses a plagiarism checker and other tools to check plagiarism on all student work. If an instance of plagiarism is found the following steps will be taken.

First Instance

- The teacher may use it as a teachable moment will discuss the matter with the student instructing them on what was plagiarized and how to correct it.
- The assignment will be scored a zero and the student will have 10 days to resubmit the work in their original words with appropriate citations. Failure to resubmit will result in the assignment score remaining a zero.

Second Instance (does not have to be in the same course)

- The Director will notify the student and guardian of the incident and provide you with a summary of the findings.
- The student and guardian will be required to sign Equip’s Understanding Plagiarism document.
- The assignment will be scored a zero and the student will have 10 days to resubmit the work in their original words with appropriate citations. The student cannot earn more than 70% on the new submission. Failure to resubmit will result in the assignment score remaining a zero.

Third Instance (does not have to be in the same course)

- The Director will schedule a conference with the guardian, student, and teacher. The student’s account will be set to “Blocked” status until after the conference.
- The student will receive a zero for the assignment.

Fourth Instance (does not have to be in the same course)

- The Director will notify the guardian and student of the new incident including a summary of the findings.
- The student will fail that semester of the course, it will appear as an “F” on their transcript, and they will need to pay to re-take the course.

Subsequent Instances (does not have to be in the same course)

- If after the above steps have been exhausted, the student submits another plagiarized assignment, the student will fail the semester of the course the subsequent instance occurred in.
- The student will receive an “F” on their transcript for the course and will need to pay to re-take the course.

Additional Notes:

- These consequences apply for all grade levels and courses.

- Equip administration reserves the right to alter these consequences as they deem necessary.

3.13 AP and Honors Level Courses

Many students in grades 9-12 enroll in AP and honors level courses. The college board and the California UC a-g list have specific requirements for these courses especially AP. All AP courses taken at Equip must be instructed by an Equip Christian Academy teacher. Students in these courses must complete all assignments and no work may be skipped, excused, or deleted. Students who successfully complete these courses earn extra points in their GPA calculation. AP courses earn them 1 extra point and Honors courses earn .5 extra points. These points are used to calculate a student's weighted GPA. This weighted GPA does appear on the student's transcript.

3.14 Community Service

At Equip, it is our mission is to partner with families to provide students with high-quality education from a biblical world view in a safe, respectful environment. We believe that a well-rounded student will have the experience and capacity to serve others and the world around them. We encourage all students at Equip to take an active part in their community around them through service. Students at all levels should attempt to complete at least 10 hours of community service throughout the academic year. Please see [our community service page](#) for some ideas on how to complete this service!

Community Service Options/Requirements for Equip:

Grades K-8 – Community service is optional, but recommended to help students build that well-rounded, value-based student experience.

High School:

Standard Diploma - Community service is optional, but recommended to help students build that well-rounded, value-based student experience.

College Prep Diploma – Students must complete and submit at least 30 hours of community service throughout their high school career to earn this diploma

Honors Diploma – Students must complete and submit at least 50 hours of community service throughout their high school career to earn this diploma

Equip students can also earn elective credits for their community service. Here is what you need to know:

- (1) Students can earn 0.5 elective credits for every 50 hours of community service performed within one 10-month enrollment.
- (2) To earn credits for community service, the service must be done through an organization where the service is signed and accounted for using [the verification sheet](#) by a non-family-member supervisor.

Section 4 – Policies and Procedures

4.1 Tuition Agreement

Tuition at Equip is charged in accordance with the terms on your signed tuition agreement(contract). If your student completes their courses early or withdrawals from Equip,

you are still responsible for payment of tuition as outlined on your contract. Non-payment or late payments of tuition may result in:

- Late fees according to the contract
- The student being placed in “Blocked” status until tuition is received. Student in “Blocked” status cannot access their courses or participate in IVLA events.
- Withholding of records until tuition is paid in full.
- Delinquent balances reported to the credit bureau(s) and legal action taken.

4.2 Payment Plans

Interest-free payment plans are available to families at Equip. If a payment plan is chosen, tuition will automatically be charged every 30 days to the credit card on file in accordance with the terms on your tuition agreement. Equip offers payment plans to our families as a courtesy and may terminate the payment plan at any time if the account is delinquent. You can pay your full balance at any time or make additional payments at any time. If you have any questions about your payment plan or need to adjust the plan, please contact:
admin@equipchristianacademy.com

4.3 Payments and Receipts

Parents or guardians can login to Genius at any time and access their tuition account and make a payment, print a receipt, or change the credit card on file. For billing questions email:
admin@equipchristianacademy.com

4.4 Attendance

Equip is a self-paced, asynchronous school, but is still required to record attendance based on state student engagement requirements. Families must adhere to the following to meet the attendance requirements.

Equip Online Academy Students

1. Student remains active and submitting assignments at least once every 21 days unless a parent/guardian has given the student’s success coach prior notice of their absence.
2. Failure of parent/guardian to communicate with success coach while remaining inactive may result in:
 - a. The student’s account being placed on “Blocked” status until contact is made
 - b. A truancy warning sent to the student and family from administration.
3. The student may return to work after contact is made following a truancy warning. If student remains inactive, these steps will be repeated.
4. If a student remains inactive after a truancy warning until their end date:
 - a. The student may be ineligible for extension (paid or unpaid)
 - b. A truancy notification will be sent to the student’s local school district
 - c. For all courses the student fails to complete, work not completed will be scored a zero and the student may need to re-enroll in the course at the regular tuition rate if they do not earn a passing grade. The grade the student earned will be recorded on their transcript.

**Tuition payments are still due and payable in accordance with your signed tuition agreement during any period of inactivity.

The attendance requirements for Equip home study students can be found in Section 5 below.

4.5 Extensions

If you think your student will not be able to complete their courses by their end date, please contact their Success Coach, Education Guide, or teacher if no Success Coach or Education Guide is assigned. Your Success Coach, Education Guide, or teacher will discuss the student's options including the possibility of an extension. Extensions are granted on a case-by-case basis and require additional fees. If an extension is needed, the extension fee will be \$250 for the first month and \$125 for each additional month. After their original end date, students will have a maximum of an additional five months to complete a one-year (ten month) enrollment and an additional three months to complete a one-semester (five month) enrollment.

If any student fails to complete the course(s) by the end of the maximum extension period, any work not completed will be scored a zero and the student may need to re-enroll in the course at the regular tuition rate if they do not earn a passing grade. The grade the student earned will be recorded on their transcript.

****This extension policy does not apply to summer courses.*

4.6 Leave of Absence

In rare occasions, students need to take a temporary break from school to attend to other circumstances. A leave of absence may be taken if a student is unable to complete their schoolwork for a prolonged period due to extenuating medical or personal difficulties. To obtain a leave of absence, the parent or legal guardian must contact the student's Success Coach or Education Guide to discuss the nature of the student's situation. The Success Coach or Education Guide will submit the request to the Equip Director who may require supporting documentation. Leave of absence requests are approved at the discretion of the Equip administration on a case-by-case basis. The following conditions apply to a student's leave of absence (if granted):

- The student will be unable to access their courses and no work will be due during the leave of absence.
- If the student is on a payment plan, all payment plan fees are still due and payable in accordance with the tuition agreement.
- A leave of absence will not be granted for sporting tournaments, vacations, or student breaks.
- A leave of absence may be considered for a maximum of 90 days, at which time any need for additional time will be appropriately evaluated per administration.

4.7 Dropping a Course

Students may drop a course without penalty to their academic record in the first 30 days of enrollment in the course if they have completed less than 25% of that course and a refund of 50% of the course fees will be applied to their account. After 30 days, or if more than 25% of the course has been completed, a grade of an "F" may be reflected for one semester of the course. Requests to drop a course must be made in writing by completing the [drop course form](#).

4.8 Adding a Course

If your student would like to add a course, please contact your Success Coach or Education Guide. If you do not have a Success Coach or Education Guide, email admin at: admin@equipchristianacademy.com Please note the addition of a course may result in additional tuition fees.

4.9 Switching Curriculum

Students at Equip can choose from one of our two online curriculum platforms or our LIFEPAcs. If you or your student are unhappy with your curriculum platform, please notify your Success Coach or Education Guide. If you do not have a Success Coach or Education Guide assigned, please contact our administrative team at: admin@equipchristianacademy.com. Students may switch curriculum, but additional fees will apply. Our administrative team can answer all your questions about switching curriculum and the additional fees.

4.10 Withdrawals

All requests to withdraw from Equip must be received in writing by completing a withdrawal form. A student is not considered withdrawn until a signed withdrawal form is received. Contact your Success Coach, Education Guide, or admin (admin@equipchristianacademy.com) to obtain a withdrawal form. Tuition fees are still due and payable in accordance with the tuition agreement even if the student withdraws from Equip. Please note: Most states have compulsory attendance requirements and as such, Equip must have enrollment verification from the new school your student will be attending in order to formally withdraw the student from Equip.

4.11 Refund Policy

All fees are nonrefundable except for tuition consistent with this refund policy: If tuition has been paid in full, a refund of 50% will be issued in the event less than 25% of the course material has been completed and it has been less than 30 days since the payment was received. In the first 30 days, if on a payment plan, payments are still due up to 50% of the total tuition cost. After 30 days, no refund or credit is available, and any unpaid balances are due immediately.

4.12 Graduation Application

Students that have completed all the requirements necessary to earn a diploma with Equip may apply for graduation. Once the application is received a diploma will be shipped to the address provided on your [graduation application](#) within 7-10 business days. All fees must be paid in full before a diploma will be released.

4.13 Transcripts

Equip provides transcripts for students in graded 9-12. Equip transcripts are processed through Parchment. All students requesting transcripts must email info@equipchristianacademy.com. Transcript requests will be processed in 7-10 business days. All fees must be paid in full before transcripts will be released.

4.14 Report Cards

Students in grades K-8 are issued a report card. Report cards can be requested by contacting the student's Success Coach or Education Guide. If the student does not have a Success Coach or Education Guide, contact the course teacher. Report card requests will be processed in 7-10 business days. All fees must be paid in full before report cards will be released.

4.15 Renewal

Enrollment of students under the age of 18 at Equip must be completed by a parent or legal guardian. Equip provides rolling enrollment in which students can begin their studies at any time throughout the calendar year. Renewal for subsequent academic years will be completed by a parent or legal guardian with the help of your Success Coach or Education Guide. If you do not have a Success Coach or Education Guide, please contact info@equipchristianacademy.com.

Equip reserves the right to deny renewal to students based on past academic or personal conduct of the student, parent, or legal guardian.

4.16 Transferring Credits

Applicants at the high school level may submit transcripts from previous schools and/or homeschool to be considered for approval of transfer. Only past credits earning at least 0.5 or 1.0 credits will be considered. Credits from previous schools may not be included on Equip transcripts until the time at which the student is graduating from Equip.

4.17 Repeated Course Policy

Students may repeat a course for a higher grade if the previous grade was below 75%. Once this course is repeated in full, the higher of the two grades will appear on student's transcript. Regular tuition will be charged for any repeated course.

4.18 Incomplete Courses

Equip does not issue an "Incomplete (I)" or a "withdraw (W)" on a student's transcript or report card. If a student does not complete the course(s) within the assigned enrollment period or extension period granted, zeros will be entered for all work incomplete in the course which may result in an F on student transcript. Students may repeat the course to replace an F on their transcript. Regular tuition will be charged for any repeated course. Student will lose all work completed in the initial enrollment and must start the class from the beginning. Equip reserves the right to apply periodic minimum work criteria that students must meet in order to be allowed to re-enroll in the failed class.

4.19 Proof of Enrollment or Work Permits

To request proof of enrollment or a work permit, please contact your Success Coach, Education Guide or info@equipchristianacademy.com.

4.20 Apostille Documents

An apostille is a process that is accepted by countries that are members of the Hague Convention of 1961 of how to authenticate documents. When a student is seeking an educational opportunity or work abroad, the receiving school, college, or employer may request a verification of the student's educational record. This involves the student acquiring a notarized copy of their high school transcripts from the educational institution issuing the transcript. This notarized record then goes to the California Secretary of State, who issues an Apostille verifying that the signature of the California Notary Public is valid. Equip can provide you with the notarized documents you need but it is the parent or legal guardian's responsibility to get the documents apostilled.

Apostille process:

1. If you need a document apostilled, contact admin@equipchristianacademy.com
2. Equip will notarize the documents and send them to the apostille service you choose for a fee of \$75
3. You will need to find an apostille service in California who will submit your notarized documents to the California Secretary of State. Equip is not affiliated with any apostille service but for your convenience we recommend: [One Source Process](#)

Section 5 – Equip's Home Study Program

Families at Equip that choose to take an active role in teaching their children (parent fulfills the role as the teacher), are part of our home study program. Families that participate in our home

study program are considered online private school students and will receive an accredited transcripts if all program requirements are met.

5.1 Curriculum

Online Curriculum

Families that have chosen to use our online curriculum will receive a student and parent(teacher) login to the curriculum. It is important that parents do not share their teacher login information with their students. The online curriculum is included in our tuition package.

Print-based Curriculum

Equip requires the use of LIFEPACs for families that want to use a print-based curriculum. LIFEPACs are purchased separately by the family and can be purchased using the [link](#) on our website or at any online retailer including Amazon.

5.2 Education Guide

Each home study family is assigned an Education Guide. The Education Guide will be the main liaison between your family and Equip. The Education Guide will be responsible for assessing the student's work, assigning final grades, and approving credits earned. Parents are required to meet at least every 20 days with their assigned Education Guide. These monthly meetings are referred to as Learning Record Meetings. Siblings will be assigned the same Education Guide if possible.

5.3 Parent Expectations for Home Study

Equip understands that home study families want the freedom and flexibility to make educational decisions for their children. Equip makes every effort to support your choices as a parent educator in working with you and your student to ensure the standards are being met and credit can be issued. With this goal in mind, parents are expected to:

- Provide a suitable environment for the student's study.
- Collaborate with the Education Guide in developing an educational plan for the student.
 - Together with the student, plan and prepare a study schedule that includes all family and educational obligations.
 - Supervise the student in following the educational plan to ensure that the student is working on assignments, putting forth effort that at least meets the minimum requirements outlined in the curriculum.
 - Supervise the student to make sure that all work is submitted in a timely manner to the Education Guide, assignments are completed accurately and thoroughly, and proper records are maintained that will be needed for the assessment of student progress and attendance.
 - Attend and actively participate in a positive manner in the regularly scheduled Education Guide-student/parent meetings on GoTo Meeting.
- Work under the direction of the Education Guide to:
 - Create supplemental assignments to further learning as needed
 - Introduce concepts as intended through the curriculum
 - Reinforce skills and concepts as needed to promote mastery
 - Check work promptly for student errors and help guide through student's understanding of what was incorrect

- Purchase or supply the grade level appropriate set of LIFEPACS textbooks if the family has opted for the print-based option.

5.4 Student Expectations for Home Study

Students that participate in Equip’s home study program are expected to:

- Attend and participate in regularly scheduled meetings on GoToMeeting with the Education Guide.
- Complete at a minimum, the work that has been assigned by the due date.
- Be prepared with all assignments that might be needed at the scheduled meetings with the Education Guide.
- Look out for other tasks that may be required and maintain responsibility for those tasks.

5.5 Attendance for Home Study

In order for a student to remain enrolled at Equip and be issued credit for their home study courses, they must meet Equip’s attendance requirements. The parent, student, and Education Guide must meet in a video conference at least once every 20 school days for the Learning Record Meeting. During these meetings, a student must demonstrate progress towards the student standards. The parent will also maintain a [learning record](#), which will be submitted along with the [attendance log](#) to the Education Guide. During the video conference, the Education Guide will inquire with the students about what they have learned and add any extra documentation of learning to the log sheets. The parent is responsible for documenting attendance on the attendance log each day as learning occurs. The parent is also responsible for maintaining samples of the student’s work to submit to the Education Guide prior to the Learning Record Meeting. It is the responsibility of the Education Guide, as the experienced teacher, to quantify attendance based upon the completion of assignments and learning activities. The Education Guide will determine the claim of attendance. If it results in 75% or less positive attendance, the Education Guide will notify the administration. Disputes regarding attendance earned may be taken to administration.

5.6 Assessment for Home Study

Assessment is an integral part of learning and helps determine whether the goals of education are being met. Assessment affects the decisions about grades, credits, and advancement. Parents are responsible for keeping a [learning record](#) of all the completed educational activities which is submitted to the Education Guide before the Learning Record Meeting. During the Learning Record Meeting, the Education Guide will evaluate the student's work and will document all activities and assessments used (observation, grade book, etc.) for each work sample. The Education Guide is responsible for viewing all work completed during the learning period. The Education Guide will verify all concepts learned during the learning period by viewing the attendance log, learning record, samples of completed student work, and discussing concepts with the student. During the Learning Record Meeting, it is possible that the Education Guide will read examples of the student's work, listen to the student's explanation of a concept learned, watch while a student demonstrates an activity, ask the student questions about what they learned, etc. The Education Guide will determine which standards were met in that learning period.

5.7 Course Grades and Credits for Home Study

Student enrolled in the home study program in grades K-8 who meet Equip’s attendance and assessment requirements will be issued a report at the end of the academic term for which they are enrolled in reflecting the courses completed and grades earned. Home study high school students, grades 9-12, who meet Equip’s attendance and assessment requirements will be issued a transcript at the end of the academic term for which they are enrolled that will include the courses completed, grades earned, credits earned, and their GPA. High school students that have met Equip’s graduation requirements will also be issued a diploma. Please see above as to how to request [report cards](#) or [transcripts](#).

Section 6 – Tips for Success

6.1 Tips for Students

Online learning differs from the traditional school setting in that students must take a more active role in learning and accessing information. Online course material is presented in text, video, and animation rather than teacher directed. Students must take an independent initiative in their coursework where they use their teachers as a resource, rather than a primary presenter.

1. **Be Positive** – Adapting to a new style of learning can be tough but is doable with a positive attitude. A positive attitude about learning is the best gift you can give yourself. Everything you learn, whether it’s your favorite or least favorite subject, will help you grow as a person.
2. **Read the Student Handbook** - Your handbook is designed to give students valuable information regarding Equip policies and procedures.
3. **Explore Your Learning Management System (LMS) or LIFEPAC** - Each LMS or LIFEPAC workbook has its own tutorials and manuals to help students and parents familiarize themselves with the program and feel confident beginning each course.
4. **Establish a Routine** – While Equip gives you a more flexible schedule, establishing a routine will help keep you on track.
5. **Submit Assignments on Time** - Upon enrollment, students have 10 months to complete full credit courses and 5 months to complete half-credit courses. Log into your courses each day and work steadily according to your individual deadline.
6. **Take an Active Role** - Online education places responsibility on the student for what he/she learns. It is important not to rush through assignments. Take time to take thorough notes and to understand each lesson taught. Carefully complete assignments. Check your answers to make sure you have fully answered completely and correctly.
7. **Communicate with Your Teachers/Success Coach/Education Guide** - Your teachers, Success Coaches, and Education Guides are there to help you succeed in your courses. Each teacher/success coach or education guide will send a welcome email as you enroll in a course. Respond to those welcome emails and get to know each teacher and your success coach. In communicating with your teachers, Success Coach, or Education Guide, make sure you are specific and detailed in your needs. By doing so, your teachers, Success Coaches, and Education Guides will be able to help you more quickly and effectively. Avoid statements like “I don’t understand” or “I need help” unless they are followed by clear explanations regarding what you are struggling with. In your messages to teachers, always include the unit’s name, assignment name and problem number.
8. **Stay Organized** – Create an orderly learning space to schoolwork. Keep notes, written assignments, projects, etc. in an organized place. You may choose to have a notebook and folder for each class, or a large binder for all class work. When working on

assignments you will be glad to have all the information in front of you. Keeping notebooks or a binder also give you the opportunity to review your work when away from your computer.

9. **Stay On-Pace** - Although Equip allows you to complete work at your own pace, your courses do have an end date. Schedule permitting, try to stay on pace with your courses so you can have them completed by the end date. Keep in touch with your Success Coach or Education Guide and teachers when you may be out of town or busy.
10. **Get Involved** – Participate in the extracurricular opportunities Equip offers students. Join a club, attend homeroom or social hour, be part of student government, and/or participate in our social networking applications. Students who participate have improved academic performance, higher self-esteem, enhanced college applications, and find school more enjoyable.

6.2 Parent Engagement

Students at Equip experience greater academic success when their parents or legal guardians are engaged in their learning. Just like in a traditional learning environment, a parent or legal guardian’s role support in the learning process is linked to better student behavior, higher academic achievement, increased student motivation to learn, and overall improvement in all facets of student performance.

Tips for Parents

- **Check in Often** – The beginning of your student’s journey into online learning can be a stressful time as they are developing new routines and habits. Equip recommends you check in daily with your student during the first couple of weeks. After this time, it is recommended you check in at least weekly. Check in by logging into your parent account and reviewing your student’s performance. Have the student login to their courses and share with you some of the work they have completed.
- **Help Them Establish a Routine** - Equip provides students with the flexibility to work on their own schedule, but this can be overwhelming. Work with your student to set up a routine that works for their schedule and the families. Encourage them to stick with this routine.
- **Communicate with Their Teachers, Success Coach, and/or Education Guide** - Plan to speak to your student’s success coach at least once per month on the telephone. If you miss their call, coordinate a time with them that accommodates both your schedules. Reach out to teachers and the Success Coach/Education Guide if you have any questions or concerns. You can message them at any time through Genius by logging into your parent account.