



## IMPERIAL ACADEMY

1751 Diplomat Drive, Edmond, OK 73034 • Telephone: 405.285.1001 • Fax: 405.285.1003

*Updated 5/27/2009*

# Frequently Asked Questions

## **What is Imperial Academy Online?**

Imperial Academy Online (IAO) is a K-12, internet-based distance learning program that provides parents the curriculum and resources to educate their children in a home school environment.

## **How long has Imperial Academy been around?**

Since the fall of 2008.

## **Are you accredited?**

No.

## **Where are you located?**

Our school and administrative offices are located in Edmond, Oklahoma, just north of Oklahoma City.

## **How many students do you currently have enrolled?**

Approximately 45 students and growing.

## **How do your online courses work?**

**K-6:** For grades K-6, IAO provides supplemental materials to assist parents who are using the A Beka home school program. At the brick and mortar academy in Edmond, our K-6 teachers use the A Beka curriculum, but often supplement the curriculum with additional resources and customized instruction. IAO provides these additional resources in the form of downloadable materials and instructional videos to assist parents in providing true education for their children. There are no textbooks or materials shipped to K-6 students from IAO, everything is provided online via our distance learning web site. Parents are responsible for purchasing the A Beka curriculum for their children direct from A Beka ([www.aBeka.com](http://www.aBeka.com)).

**Grades 7-12:** For grades 7-12, IAO provides a more customized curriculum for each course that is offered. 7-12 students have textbooks shipped to them from IAO, and take their courses and tests via our distance learning web site. Text-based curriculum provides the traditional structure and resources of a textbook, similar to the textbooks a student would be using in a traditional classroom setting. Our textbooks are carefully chosen, based on the quality of their academic content, their visual appeal and their suitability for a wide range of learning styles. Careful attention has been paid in the selection of science texts so that a creation based approach, rather than evolution based, is emphasized. Students' work is usually marked by the parent or submitted to their teacher via the web site. Quizzes and tests are generally administered via the web site and are graded by the teacher. Communication happens via online discussion, email, phone, fax and by mail.

### **Are the courses the same as those at a traditional high school?**

Yes, the curriculum is based on the same requirements as any traditional high school. You will find the same types of classes in the areas of English, math, science, social science, foreign language, health, and fine arts, as well as many electives.

For its inaugural year, IAO will offer a limited curriculum for grades 7-12. The parent will have to offer the classes we don't yet have available, although we will be able to provide a nearly full curriculum. We hope to offer a complete curriculum by the Fall of 2010. Students can remain in their current school and take Imperial courses as a supplement. We highly recommend this even if you choose a public school education.

For a list of courses we offer visit [www.imperial-academy.org/OnlineCourses.html](http://www.imperial-academy.org/OnlineCourses.html)

### **As a parent, do I have to know everything to oversee distance learning?**

The IAO curriculum is designed to be easy to use for parents who are teaching their children, and can be a learning experience for the entire family. It is designed to be more and more self-taught as your child progresses into high school.

### **How do I enroll my child?**

You can begin the enrollment process by filling out and submitting our online enrollment application (available after June 1, 2009).

### **How long will it take before I hear if my application was accepted?**

Generally you should hear from us within two weeks. We will contact you by email.

### **How much does it cost?**

#### *Grade School (K-6) Tuition*

\$100 per semester (\$200 annually) – This includes all that is offered for that grade

\$50 per semester for each additional family member in grades 1-6

*Middle School and High School (7-12) Tuition*

\$40 per one semester class (\$80 per year, per class)

\$20 per one semester class for each additional family member in grades 7-12

Note: High school fees are charged per course since course selection is customized for each student depending on academic goals.

**Are there any additional fees?**

- There is a one-time \$15 application fee per student for all grades (K-12).
- For grades 7-12, tuition includes textbooks and shipping to North America. At the end of the year, you will be responsible to pay shipping charges to return your textbook to Imperial Academy. (No books are required for K-6, as you will be responsible for enrolling your child in the A Beka program on your own.)
- International students (outside North America) may be charged an additional shipping fee for their textbooks.
- Computer equipment, software, Internet connections and classroom supplies are the responsibility of the parent.

**Does IAO have a payment plan?**

Yes, you have two options:

- Pay in full at time of enrollment.
- Monthly payments over 10 months for full-year courses.

We accept checks or money orders. We cannot accept credit cards.

**Does IA offer financial aid?**

Limited financial aid is possible through our assistance fund. Parents must complete an application and return it to IAO for review. Please contact the office at 405-285-1001 for additional information.

**What are the hardware and software requirements to take online courses?**

- PC Users: Windows 98 or Higher (Windows XP recommended)
- Macintosh Users: OS X operating system, Netscape Navigator 6.0 or Mozilla 1.6
- Word Processing Program (Microsoft Office 2000, XP, or 2003 recommended.)
- 128MB RAM (256 or more is recommended)
- Dial-up or Broadband Internet Connection (DSL or cable recommended)
- Sound card with speakers (Foreign Language courses also require a microphone, a headset with microphone is recommended)
- Free Downloads:
  - Microsoft Internet Explorer Version 5.5 or later [download]

- Java 2 Runtime Environment [download]
- Adobe Acrobat Reader [download]
- Math and Science courses require one of the following:
  - Word processing program with an equation editor (found in Microsoft Word)
  - Scanner
  - Fax
- Printer (printer/scanner/copier recommended)

### **What happens after my application is accepted? How do I register for courses?**

1. Parents receive a welcome letter via email and the student is officially enrolled in Imperial Academy Online.
2. Students receive a user name and password via email and they pre-register for courses on the IAO web site.
3. Students submit transcripts from their previous school or home school.
4. Students submit their "Iowa Test" scores or some other standardized test scores.
5. Imperial administration confirms that students have met pre-requisites and have suitable test scores to take their desired courses.
6. Parents submit payment for courses.
7. Students are registered for their courses and receive a user name and password via email giving the student access to their individual courses.
8. Textbooks are shipped for grades 7-12.

### **When will I be able to start?**

Online classes will begin August 19, 2009 for the Fall Semester.

### **I have been home schooling. What grade level will I enter into?**

Students who are accepted should take a pre-enrollment placement assessment (the Iowa Test) in English and math to determine what grade level to enter.

### **I have been in public school. Will I be required to take a placement test?**

Yes. The tests are available in most public school districts and you may request your child's score from the school. For home schooled students, parents who qualify may apply for a free license and administer the tests to their children. The tests cost about \$40.00 per child. In a case where a parent does not qualify, a local church member who qualifies may be able to administer the tests after obtaining a license. If no local member is able, there are licensed test administrators in every state who charge a fee to administer the Iowa Test. For more information, visit [www.bjupress.com](http://www.bjupress.com).

**Do I need to be with my child all day while he is doing schoolwork?**

Imperial Academy Online provides parents with curriculum and materials for a home school program. **A parent or guardian's committed participation is essential to making a child's experience a success.** The parent or guardian is responsible for setting up and monitoring a viable schedule, verifying that course work is being submitted in a satisfactory manner (including correcting a child's assignments), monitoring student progress and facilitating a relationship with the teacher. Parental involvement equals success!

**Where can I find outside tutors to help with difficult subjects?**

We recommend the Professional Tutors of America at (800) TEACH-US, which is a California-based program providing tutors in 50 states. Once contacted, they will locate a tutor within 15 minutes of your home. The tutor will contact you within 48 hours after you have called Professional Tutors of America. There is a fee for this service.

**Is a distance learning education legal?**

Since the early 1990s, many state courts have supported the right of parents to teach their children at home and have provided some legal means for distance education. At Imperial Academy we will be happy to provide you or your school district with an IA Information Packet upon request. We encourage you to visit the Home School Legal Defense Association website at [www.hslda.org](http://www.hslda.org) to research your state's laws and regulations.

**Will I be able to transfer back to a public school after attending IAO?**

In most cases, yes. In some states, you may have to pass a standardized test at the school to which you are transferring.

**I live in another country. Can I enroll in your school even though I'm not a U.S. citizen?**

We welcome international students. The parent is responsible for all regulations that are required from your country.

All classes are taught in English. It is important that the student can read, write and speak English to take our courses. If English is not a student's native language, a TOEFL test may be required before admission is granted.

**Can I enroll in the middle of the school year? Will my work be lost? Do I have to do it all over again or can I transfer the credits to your school?**

Since Imperial does not currently offer a full course curriculum for each grade, the student will be given individual credits for each class taken. If a child returns to a public

school in the future, it is up to that particular school whether or not they will accept your credit for a particular Imperial class.

If a student has received full first semester credit at his current public or private school, he may transfer in and complete the second semester at Imperial Academy Online. If a student is somewhere in between, special arrangements can be made with the Enrollment Advisor as well as the assigned IA teacher to show proof of work for those units already completed.

**Will I receive a high school diploma from IAO?**

No. IAO does not issue high school diplomas because we are not accredited. You will receive a certificate of completion.

**Does having a certificate of completion from IAO limit my chances for attending a university?**

As with any high school, your class choice, grades and ACT results will determine your ability to enter the university or college of your choice. For individual classes offered, the parent is responsible to give a complete curriculum for each grade to meet the standard home school requirements for each particular state.

**Can I be enrolled in a regular school and IAO at the same time?**

Yes. You do this as a supplement to your current school. It must be done outside of your regular school hours. It can be audited or taken for credit.

**How many hours of schoolwork do I have to do?**

Our 7-12th grade students will spend approximately 20 working study hours per week to stay on track with their course requirements. This will vary according to the number of courses, student ability and personal circumstances.

**Where can I find a list of recommended courses for the grade I will enter?**

Our [web site](#) lists the courses available to Imperial Academy Online students.

## What are the requirements to graduate from high school at Imperial Academy Online?

<b><u>Subject</u></b>	<b><u># of Credits</u></b>	<b><u>Courses</u></b>
English	4	<ul style="list-style-type: none"> <li>• 1 credit in English I (World Literature 1)</li> <li>• 1 credit in English II (World Literature 2)</li> <li>• 1 credit in English III (American Literature)</li> <li>• 1 credit in English IV (English Literature)</li> </ul>
Mathematics	3	<ul style="list-style-type: none"> <li>• 1 credit in Algebra I</li> <li>• 1 credit in Algebra II</li>   <li>• 1 credit from the following:               <ul style="list-style-type: none"> <li>• Geometry</li> <li>• Trigonometry/Pre-Calculus</li> <li>• Calculus</li> </ul> </li> </ul>
Science	3	<ul style="list-style-type: none"> <li>• 1 credit in Biology 1</li>   <li>2 credits from the following:               <ul style="list-style-type: none"> <li>• Astronomy</li> <li>• Physical Science</li> <li>• Chemistry (pre-requisite, Algebra II)</li> <li>• Physics (pre-requisite, Algebra II)</li> </ul> </li> </ul>
Social Studies	3	<ul style="list-style-type: none"> <li>• ½ credit in State History (1 semester)</li> <li>• 1 credit in World History</li> <li>• 1 credit in United States History</li> <li>• ½ credit in United States Government (1 semester)</li> </ul>
Fine Arts	2	Practical or Performing Arts requirements are for two credits that may include, but are not limited to, courses in visual arts and general music.
Health	½	• ½ credit in Health (1 semester)
Electives	6 ½	<p>Elective courses are required to fulfill the number of credits a student must take to graduate. In addition to the required classes, six credits are needed, which may include independent voice, independent piano, choir, home economics (for girls), industrial arts (for boys), personal finance, photography, art, computers, or other classes.</p> <p>A student may also choose to fulfill his or her graduation credit requirements by taking additional classes in mathematics or science, for instance.</p>

Physical Education	1	Physical Education requirement is for one credit that can be taken in grade 9, 10, 11 or 12. P.E. credit will only be waived if a physician states in writing that participation in the Physical Education program will be injurious to the student's health.
TOTAL	23	<b>The above-mentioned requirements are the minimum needed for graduation.</b>

		<p><b>COLLEGE PREP</b></p> <p>These above requirements, combined with the following, constitute a college preparatory curriculum.</p> <ul style="list-style-type: none"> <li>• 2 credits of Foreign Language.</li> </ul> <p>These two credits must come in two units of the same language. Languages include but are not limited to Spanish and French.</p> <p>OR</p> <ul style="list-style-type: none"> <li>• 2 credits of Computer Technology</li> </ul> <p>Approved for college admission requirements, including Computer Programming, Hardware, and Business Computer Application such as Word Processing, Databases, Spreadsheets, and Graphics, excluding keyboarding or typing courses.</p> <p>Note: It is highly recommended that college-bound students take one unit of computer technology to avoid remedial placement at the university level.</p>
--	--	---

**How long are enrollment periods for semester and full-year courses?**

Full-year courses are designed to be completed within 10 months; semester courses for five months. Your teachers will provide teacher services during the 10-month period from the date of enrollment. At the end of 10-months, students may arrange a 1-month grace period with their teachers if needed to complete unfinished work.

**What if the courses have not been completed by the end of the enrollment period? What are the options?**

If sufficient progress has not been made, parents may purchase an extension. In some extreme cases, a full re-enrollment for an individual class may be necessary.

**When do I need an extension, how much and how long are they?**

A student requires an extension if they have not completed their class work by the end date of their enrollment period. Students are only eligible for an extension when they

have completed at least 75% of the lessons of a semester class or a full-year class. If they have not completed the required lessons, they must re-enroll in that particular course; however, they will be allowed to start where they left off in the class upon re-enrolling.

Payment in full is required for all extensions. Parents need to call the school to request an extension if their child has not completed class work before the enrollment period is over. Students are only allowed one extension per class, so they may need to re-enroll if classes are not completed within the extension period.

If a student appears to be struggling with keeping up, they may need to withdraw from class or audit it. However, they will not receive credit for the class. This will be decided on a case by case basis.

### **What is Your Attendance Policy?**

All students must make reasonable progress in their coursework. While students may make special arrangements with their teacher, students who have made no progress in a course for 60 days without prior arrangement may be withdrawn from that course by Imperial Academy Online. Withdrawal from a course may be appealed in writing to the Imperial Academy Principal.

IAO courses are paced to fit around the Fall and Spring Holy Days, Thanksgiving, Winter and Spring breaks.

### **Can I work at my own slower pace or accelerate and move on to the next grade?**

No. We ask that you keep pace with the brick and mortar Imperial class.

A parent can plan a full academic schedule based on this information to ensure the student completes the course work within the enrollment period.

### **If I complete my course ahead of schedule and I did not pay in full, do I have to keep paying monthly?**

Yes, the cost of the payment program remains the same. Payments must be completed (paid in full) before re-enrolling or releasing grades for completed courses.

### **What is your withdrawal and drop policy?**

You will have 30 days from the first day of school to drop a class for a full refund. After 30 days, money will NOT be refunded if you choose to drop the class.

During the 30 days you will be able to change a class at no extra cost. You can also add a class during the first 30 days, at which point payment will be due for the standard amount.

**If I decide to go back to the public school system, will I be accepted? Will my credits transfer?**

In most cases, yes. Imperial Academy is a non-accredited private school. Our registrar will send official transcripts and evaluations to the student's new school, but it is up to the school whether they will accept your IAO credits. You may be required to take a standardized test for placement back into the public school.

**If I drop a course, will it show up on my transcript?**

If the course is dropped before the enrollment end date it will not show up on the student's transcript.

**Which A Beka program should I purchase for my K-6 grade child?**

You will need the Child and Parent Kit to ensure a complete curriculum. While the K-6 grades will be on video for a portion of the day, the parent should have the Parent Kit in order to have the structure that you need.

**Can I enroll my child in the Bible classes only?**

Yes. The cost is \$25 per semester (\$50/year) for grades 1-12. Kindergarten does not have an online Bible class.

**My child is enrolled in a different home school curriculum than A Beka. Can he/she still take Imperial Classes?**

The teachers at Imperial are using the A Beka curriculum, so keeping your student aligned to the A Beka program would be very difficult. We do not have the resources to support such a scenario. If you plan to use a different curriculum than A Beka, we recommended you only enroll your child in the Bible course.

**Can my child audit a class?**

At this time, Imperial Academy Online classes are available only for credit.

**What will the children in K-6 receive from Imperial Academy in a typical week?**

They will receive supplemental handouts, worksheets, and projects that go beyond the A Beka curriculum to reinforce mastery of basic skills as needed.

A short instructional video will be available each day that will cover basic lessons. The material may or may not be needed by the home school student if

mastery has been achieved with A Beka alone. It will be up to the parent to decide how much to include in their child's program.

**Would parents be responsible for sending any work to Imperial and if so how often and what type of work?**

No, the parent is responsible for using the Imperial supplemental material at their discretion. Imperial does not grade the K-6 children.

**If children in grades K-6 are taking the A Beka program and are only supplementing their schooling with Imperial do they still have to take the placement exam?**

Testing is required for grades 7-12. It is recommended for K-6.

**Where can I get answers to my questions?**

Feel free to contact us by e-mail or phone.

[administration@imperial-academy.org](mailto:administration@imperial-academy.org)

1.405.285.1001