

Grace and Glory Academy
Est: 2013



Grace and Glory

High School Manual

Requirements

- GGHS requires between 175-155 academic days of attendance for all high school students.
- GGHS parents must meet with our Principal at the start and end of every high school year, to submit paperwork and discuss updating of transcript.
- GGHS students and parents have (3) Graduation options to choose from:
 - 1: College Prep 4 Year Plan ([290 credits or more](#))
 - 2: General ED 4 Year Plan ([200-220 credits](#))
 - 2: General Special Education Plan ([customized](#))
- Students desiring a Grace and Glory Academy diploma will need to complete and pass a High School Exit Exam from **Christian Liberty Press Testing Services**. Parents order/pay for the tests separately. The first attempt is to be taken during the spring semester of Sophomore year. The second attempt may be taken Junior year. The third test (if necessary) will be taken Senior year. We will make special accommodations for special needs/IEP students on a case by case basis.

A High School Level Class

GGHS recommends that all parents of 7-12th graders purchase Mary Schofield's "High School Handbook" [the famous GREEN book] for reference and yearly review. This book is available through CHEA and provides valuable information regarding high school classes for home education in CA.

- GGHS determines a High School level class by one of the following:
 - 1: [Completing 80% or more](#) of a standard high school level textbook with proof.
 - 2: [Logging class hours](#): dedicate 150hrs spread over 175 days for 10 credits OR 75 hours spread over one semester for 5 credits. *accompanied by fair proof
 - 3: [Project based learning](#): combining any mix of approved dvd/audio media, books, activities, resources, field trips, etc. to immerse in study. *accompanied by fair and sufficient proof

CO-OP/Outside Classes:

GGHS adheres to the HSLDA standards [Home School Legal Defense Assoc] that California home educated students must be taught by a parent, at least 51% of the time at home, in order to qualify as "privately homeschooling".

*This means, High school students **may not take** more than 2 days per week of outside educational classes from co-op or enrichment programs. Sports/FineArt are separate and not subject to limitations.*

1: High school classes taken outside of the home may be counted for full or partial credit, per approval by our GGHS Principal.

For example: partial credit could be given for English where weekly writing is taught by an outside teacher worth 50% of the grade, but literature and grammar was taught at home by the parent.

2: A class title doesn't necessarily need to be the same name as a co-op class, although it can be. Parents along with the Principal, can determine the class title for your transcript.

3: If an outside teacher is responsible for the lesson planning, overseeing of assignments, labs, and tests of a particular course, you will need to note them as an official teacher on your GGHS enrollment paperwork. This teacher needs to provide GGHS with a class syllabus and grading criteria. However, if an outside teacher is simply leading enrichment time of group games, projects and discussions then there is no need to note them on your paperwork.

4: If you are counting co-op classes for high school credit (not merely high school enrichment), your student must not have multiple/excessive class absences. If there are 8 classes in a semester and your student is only present for 4 classes, your student's grade must automatically be deducted, based on attendance.

Summer Classes

Students may take a summer session course with approval from our Principal. It must be a minimum 35 hours for 2.5 credit class and minimum 75 hours for a 5-credit class. Classes that work well for summer school are Driver Education, Keyboarding, PE, or electives. Summer classes have the same requirements as all other classes taken at GGHS.

College Classes

Students may dual-enroll in college classes while in high school; college classes can count for both high school and college credit. Any student wishing to pursue this route while enrolled with GGHS is required to meet with ABC Guidance Counseling before registering. It is the responsibility of the parent to communicate between the college and GGHS to inform us of class start/end dates, attendance, tests scores, etc.

Pre-High School Credits/Classes

Students in 8th grade may take High School level classes/courses to count for High

School credit in the areas of **Math and Foreign Language** only. The parent-teacher must be able to provide proof of course completion and good work samples; students must be able to achieve a B- grade or higher.

High School Record Keeping and Parent Paperwork

- [COURSE DESCRIPTIONS](#)

A Course Description (CD) tells the intensions and goals of your high school courses. CD's should reflect what is being taught, how, and in what manner.

One CD is required for each high school class.

The school must keep one copy; the parent may choose to keep a copy at home. *Sorry, we do not provide free copies.*

CD's must include the start and end date of the class, grading scale, and resources. CD's must be submitted at Back to School Night each year. When completing Course Descriptions, we do not write Science or History or Math, but instead we must specifically label it Physical Science or U. S. History or Algebra.

CD's must be update to date. If at any point during the year a class is added or dropped, a new CD must be completed and submitted.

NOTE: *Our Principal will work with each family individually during your first year at Grace and Glory, to support you while completing your CD's. After that, parents are to take full responsibility as teachers, to ensure their CD's are completed properly. If you would like our Principal to assist you with CD's after your first year, there will be a charge of \$45 each year.*

- [PROGRESS REPORTS/GRADES](#)

Progress Reports/Grades using an A B C D F system are required to be given each semester for each class, of 8-12th grades at Grace and Glory Academy.

We understand parents may become anxious trying to assign letter grades.... Remember, we are looking for the "fruits" of labor and learning! Good fruits would be diligence, neatness, retention, obedience, application, effort.

Also, **proof is necessary** to support the grades reflected on high school report cards. Parents cannot artificially assign grades without proper proof. We must consider attendance, number of tasks assigned vs completed, goals reached.

Below is a suggested grading scale:

- (A) Exceptional, Outstanding, High Quality, Went Over & Above, Extra Effort.
- (B) Complete, Well Done, Accurate, Gave Commendable Effort.
- (C) Average, Passable, Room For Improvement, Gave Basic Effort.
- (D) Poor, Underdeveloped, Needs Assistance and Correction, Insufficient Effort.
- (F) Failed. Must repeat the course.

Using Percentages

- (A) 90-100%
- (B) 80-90%
- (C) 60-80%

(D) 50-60%

(F) Less than 50%

Example of calculating percentages:

25% of grade is based on Student Work

25% of grade is based on Student Attitude/Effort

25% of grade is based on Student Attendance

25% of grade is based on Student Test Scores

Average all together to create one final Letter Grade!

Alternative ~ calculating points:

10 points for field trip participation (on a scale of 1 to 10, 10 being the best)

10 points for worksheet assignments

10 points for class attendance

10 points for attitude

20 points for lab work (on a scale of 1 to 20, 20 being the best)

20 points for book work

20 points for test scores

100 points possible

Grades from another school:

Students in grades 8-12th who are transferring from another school, must have passed their classes with a grade C- or above in order for the class(es) to transfer to a Grace and Glory transcript. Classes with a D or lower must be repeated or cancelled out without credit.

California Standards

The state of California requires the following courses to be a minimum for graduation:

3 years of English studies

3 years of History studies (US, World, Government & Economics in any order)

2 years of Math studies (Algebra 1 required)

2 years of Physical Education

2 years of Science (Life Science and Physical Science required)

1 year of Fine Arts or Foreign Language

Please download our Graduation Option Sheet for full details regarding college prep.

High School Science must have a minimum of 4 labs per year with fair proof.

High School English must include Literature, Writing and at least 1yr of Grammar study.

High School History must include Geography.

High School Math may be single subject or integrated.

High School PE must include 45min 3 days a week of approved activity with a PE log.

Bible

Grace and Glory Academy requires 4 years of Bible studies to be completed for graduation. Daily bible reading is part of our Christian walk with the Lord and having a personal relationship with Him, so this alone does not constitute high school credits.

High School Bible courses must include study elements beyond reading; written proof is required. You may use a published bible devotional, bible curriculum, living books with written narrations, online bible plans or self-created plans with fair proof of completion.

Transcripts -

High School transcripts are the official high school record and documentation of the student's grades and classes taken at GGHS. A transcript is like a big picture overview. Each year, the transcript shows courses/classes and grades; Each class is labeled on the transcript with a specific name. ie: "Algebra 1" GGHS Principal completes a master copy of the transcript on the computer and provides a digital copy at the end of each year to the parents.

Early Graduation Option

Although it is not generally accepted or suggested, GGHS will always consider making special exceptions for an accelerated 3-year completion of high school for eligible students.

Guidelines:

- 1: Student must complete all 3yrs enrolled with GGHS.
- 2: Student must display maturity and strong academic performance.
- 3: Student must pass the Exit Exam with good scores.
- 4: Student must have some kind of post-graduation goals which contribute to the desire for early graduation. For example: college admission, entering the mission field, enrolling in military academy, etc.

Work Permits

Students between the ages of 13-17 who have not yet passed the CHSPE (California High School Proficiency Exam) will need a work permit in order to secure a traditional job. Each work permit is issued for a particular job position, so you will not go to get a work permit until your student has been given a job offer.

Work permits given during the school year, will expire 5 days after the opening of the new school year. There are many restrictions regarding how many hours/days your student may work; work must not interfere with school, replace school hours or cause grades to decline.

At this time, Grace and Glory Academy does not issue work permits so parents will need to contact the Corona Norco Unified School District office to acquire one for their student. **Your student does not need a work permit for personal services such as babysitting jobs, house cleaning, pet walking, etc.*

[WORK EXPERIENCE](#)

GGHS will recognize students' internships or paid positions on their high school transcript. Students will be required to log their work hours and have a supervisor sign off on the hours.

Drivers Education

At this time, Drivers Education must be completed through an outside program, although GGHS is preparing to enable the course to be completed through our school. Currently we recommend families utilize AAA Driving School or a local community college.

A Note About Accreditation

Grace and Glory Academy/GGHS is not an accredited school. Accreditation is based on a specific curriculum and teaching method; since each family in our school has the freedom to choose their own curriculum, resources, and materials, we cannot become accredited by any organization.

We trust that each parent and student have prayerfully considered their decision to enroll in Grace and Glory Academy for high school and understand the level of commitment necessary to comply with our policies and standards.