

HERITAGE CHRISTIAN SCHOOL



Behold, children are a heritage from the Lord.—*Psalm 127:3*

High School Program Manual

Heritage Christian School

High School Program Manual

Includes General and College Prep Requirements

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Introduction

This manual is a tool prepared especially for Heritage Christian School families to help them understand the requirements of providing a standard or college-bound high school education and utilize the helpful array of services available through Heritage Christian School.

Accreditation

Accreditation is a system of standards established by an external organization with the goals of guaranteeing uniformity and quality in coursework. HCS has chosen not to be accredited by any such organization because this would require adopting uniform curriculum based on another organization's standards. That organization would set standards for teachers that may not allow parents to make choices in curriculum that cater to the unique needs and learning styles of individual students or enable parents to home educate their children.

If your student transfers into a public high school from a non-accredited school, their credits could be questioned. In extreme cases, some credits earned while home schooling may be denied. Since home schooling has become more popular over the years, colleges and universities have increased their acceptance of home-schooled high school graduates. Since HCS began in 1988, our graduates have been accepted into both private and secular four-year universities, colleges, and professional trade schools all over the country.

Transfer Students

HCS welcomes students transferring from another private or public high school and will accept the credits on their transcript. We will also accept transcripts for students who have been independently home schooled, as long as the parent can fully document courses and grades.

Students must be in good standing with their previous school. We will not accept students that have been expelled or have had any legal, disciplinary or truancy problems with their previous school. Cumulative records will be reviewed for any problems.

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High School Vocabulary

Credits

- Credits are awarded for work completed. Example: 1 semester = 5 credits, and 2 semesters (1 year) =10 credits.
- Credits show how much study in an area has been completed. Example: Spanish-10 credits (1 year), Spanish-30 credits (3 years).

For a core course (English, science, history, math, or foreign language), log at least 150 hours for a 10 credit course (roughly five hours a week). Logging more than 150 hours does not earn the student more credit; it simply indicates that the threshold of 150 hours has been surpassed. For honors courses and Advanced Placement (AP) courses, students will log far more than the minimum number of hours. Generally, honors courses expect 8-10 hours per week, and AP courses require 10-15 hours per week. Even though honors and AP courses demand more hours than a standard high school course, they do not earn more credit when students spend more than 150 hours completing course work. Elective type classes taken at a Class Day are given 1 semester of credit for the year.

GPA: Grade Point Average

- Grade Point is a point value assigned to a letter grade. A = 4 points, B = 3 points, C = 2 points, D = 1 point.
- Honors Courses earn higher Grade Points: A = 5 points, B = 4 points, C = 3 points, D = 2 points.
- GPA has nothing to do with credits.
- How to calculate the GPA: Add the grade points for each grade given for all courses, divide by the number of courses taken. (P.E. grades do not count toward GPA).

Grading Scale

- The most commonly used grading scale is: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69 %, and F = 0-59%.

Honors Credits (See Appendix F)

- An Honors Course is an advanced course, typically considered college level, taken in high school.
- Parents who design their own “honors” course must be prepared to justify why it is considered an honors course vs. a typical high school course.

High School Projection & Course of Study

Includes Course Descriptions and Course Standards

Heritage Christian School offers training seminars to help educate parents in preparing a high school projection that is unique to their student and meets the State of California and HCS requirements for graduation from high school. HCS also offers parents an opportunity to meet privately with an academic counselor for more in-depth counseling. As with all aspects of home schooling, parents are expected to educate themselves to the best of their ability on the subject of the high school years. Please refer to Recommended Reading & Resources at the end of this manual for further study.

What is a High School Projection?

- A High School Projection is a four-year academic plan, using either a standard study or college prep track.
- Parents should develop a High School Projection for each student before he or she enters high school and adjust the projection as needed each year. Academic advising for planning is available from our office staff upon request.
- HCS has provided 2 very simple charts to plan either standard or college bound high school projections, found in Appendix A & B. Sample forms on pages 7 & 8 demonstrate both standard and college bound high school projections. Photocopy as needed or refer to www.hcssd.org for a template.

What is a Course of Study?

- A Course of Study is a list of the courses a student will complete during a school year. The Course of Study reflects the plan of a student's High School Projection, yet goes into more detail by including course descriptions, books and publishers.
- A Course of Study form must be completed for each student and submitted through the Student Information System at the beginning of each school year.
- A sample Course of Study form can be found on page 9 and a blank form can be downloaded from www.hcssd.org.
- If these forms are not submitted by the due date, a \$15.00 late fee will be charged.

SAMPLE

See Appendix A for Blank Form

General High School Projection

If you only want to cover the minimal public school graduation requirements, use this chart to plan which courses to take each year.

Year	9 th		10 th		11 th		12 th		Requirements:
Subject:	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	
Bible	Bible 9 (5)		Bible 10 (5)		Bible 11 (5)		Bible 12 (5)		20 Credits (4 Semesters)
English	English 9	→ (10)	English 10	→ (10)	English 11	→ (10)			30 Credits (6 Semesters)
Mathematics			Algebra I	→ (10)			Business Math	→ (10)	20 Credits (4 Semesters)
Science	Physical Science	→ (10)			Biology	→ (10)			20 Credits (4 Semesters)
Social Studies			U.S. History	→ (10)	World History	→ (10)			20 Credits (4 Semesters)
American Government							Gov't (5)		5 Credits (1 Semester)
Economics							Econ (5)		5 Credits (1 Semester)
Visual/Performing Arts World Language is not required	Guitar I (5)						Art I (5)		10 Credits (2 Semesters)
Electives	Drafting (5)		Computer Skills (5)		Auto Shop (5)		Career & Finance (5)		10 Credits (Set Your Own Requirements)
Optional Electives: Driver's Ed/ Health					Driver's Ed (5)	Health (5)			5 Credits each (optional)
Physical Education		P.E. (5)		P.E. (5)		P.E. (5)		P.E. (5)	Set Your Own Requirements
Total Credits	40		45		55		40		Total Credits Required: 180
Cumulative Total	40		85		140		180		

NOTE: Do not include Bible in minimum 180 credits.

SAMPLE

See Appendix B for Blank Form

College Bound High School Projection

This chart is based on common college entrance requirements. Check the manual of the college you plan to attend for any additional requirements.

Year	9 th		10 th		11 th		12 th		Requirements:
Subject:	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	
Bible	Bible 9 (5)		Bible 10 (5)		Bible 11 (5)		Bible 12 (5)		20 Credits (4 Semesters)
English	Intro To Lit.	. → (10)	World Lit.	. → (10)	American Lit.	. → (10)	British Lit.	. → (10)	40 Credits (8 Semesters) Include American & English Literature
Mathematics	Algebra I	. → (10)	Geometry	. → (10)	Algebra II	. → (10)	Adv. Math: Precalc, Trig)	. → (10)	30-40 Credits (6-8 Semesters) At least 2 yrs. Algebra & 1 yr. Geometry.
Science	Physical Science	. → (10)	Biology w/lab	. → (10)	Chemistry w/lab	. → (10)	Physics	. → (10)	20-40 Credits (4-8 Semesters) At least Biology & Chemistry Most college req. 2 yr w/lab
Social Studies	Geography	. → (10) or →	World History	. → (10)	U.S. History	. → (10)			20 Credits (4 Semesters)
American Government							Gov't (5)		5 Credits (1Semester)
Economics							Econ. (5)		5 Credits (1 Semester)
Visual/Performing Arts	Piano I	. → (10)							10 Credits (2 Semesters)
Foreign Language			Spanish I	. → (10)	Spanish II	. → (10)			20 – 30 Credits (4 - 6 Semesters) All of same language. Check with your college for their specific requirements
Physical Education		P.E.. (5)		P.E.. (5)		P.E.. (5)		P.E.. (5)	20 Credits (4 Semesters)
Electives	Logic I (5)			Missions (5)	Speech & Debate I	. → (10)	Speech & Debate II	. → (10)	30 Credits (6 Semesters)
Total Credits	65		65		70		60		Total Credits Required: 220
Cumulative Total	65		130		200		260		

NOTE: Do not include Bible in minimum 220 credits.

SAMPLE

High School Course of Study -
 printed from Student Information System online records

	Subject	Course	Study Material	Entered Date	Grade Level	School Year
1	English	World Literature (H)	Smarr	09-12-2017	10th	2017-2018
2	Mathematics	Geometry	BJUP	09-12-2017	10th	2017-2018
3	Science	Biology with Lab	Apologia	09-12-2017	10th	2017-2018
4	Social Studies	World History	Sonlight	09-12-2017	10th	2017-2018
5	World Language	Spanish I	Rosetta	09-12-2017	10th	2017-2018
6	Bible	Bible 10	BJUP	09-12-2017	10th	2017-2018
7	Visual/Performing Arts	Art I	various	09-12-2017	10th	2017-2018
8	Physical Education	Swimming	CAST	09-12-2017	10th	2017-2018
9	Electives	Computer Skills I	various materials	09-12-2017	10th	2017-2018

Courses Required for Graduation

Subject/Description	General Track	College Prep Track
<p>Bible Heritage Christian School is a Christian school. Therefore, Bible is required every year of high school.</p>	20 Credits 4 Semesters 2 years	Same
<p>English High school English should stress composition skills and literature. American Literature and British Literature should be included for the college bound student.</p>	30 credits, 6 semesters 3 years	40 credits 8 semesters 4 years
<p>Mathematics Remedial, General, Consumer math courses meet the math graduation requirements. Algebra I is required for high school graduation (as of 2005).</p>	20 credits 4 semesters 2 years	30-40 credits 6-8 semesters 3-4 years
<p>Science It is recommended that students include 10 credits of a Life Science and 10 credits of a Physical Science. Colleges usually require one year of Biology and one year of Chemistry. Many colleges require that at least one of the Science courses be a laboratory class, and some colleges require two years of a laboratory class.</p>	20 credits 4 semesters 2 years	20-40 credits 6-8 semesters 3-4 years
<p>Social Studies World Geography, World History and U S History are only some of the possibilities. See pages 11 & 12 for a complete listing</p>	20 credits 4 semesters 2 years	Same
<p>American Government/Civics Federal, state and local governments should be covered. May be taken any year, 9th-12th.</p>	5 credits 1 semester 1/2 year	Same
<p>Economics Contrasts in differing market economies; essential concepts such as competition in the marketplace and private ownership of capital should be covered in the course. May be taken any year, 9th-12th.</p>	5 credits 1 semester 1/2 year	Same
<p>World Language Some colleges require two years of the same Foreign Language. Others require three. Some colleges don't accept ASL or Latin and Greek as Foreign Language. Please check the requirements of the college/s that you are interested in attending.</p>	Not required for high school graduation	20-30 credits 4-6 semesters 2-3 years(check college for requirements)
<p>Visual/Performing Arts Art, Dance, Drama or Music may be used to meet the requirement.</p>	10 credits Vis/Perf. 2 semesters 1 year	10 credits Vis/Perf. 2 semesters 1 year
<p>Electives See page 13 for a complete listing of Electives</p>	Set Your Own Requirements	30 credits 6 semesters 3 years
<p>Physical Education Meeting graduation requirements can be accomplished through a variety of approaches: Daily aerobics, a determined exercise routine, community sports, weight lifting or jogging.</p>	20 credits 4 semesters 2 years	Same

High School Course Titles

<u>ENGLISH</u>	<u>ENGLISH - Cont</u>	<u>MATHEMATICS - Cont</u>	<u>MATHEMATICS - Cont</u>
English 8	Literature Survey	Calculus AB (AP)	Math 176 Pre-Calc. (C.C.)
English 9	Medieval Literature	Calculus BC (AP)	Math 260 Calc. 3 (C.C.)
English 9 (H)	Medieval Literature (H)	Calc. & Analytical Geom.	Math Statistics (C.C.)
English 10	Modern Literature	Calc. & Analytical Geom. (H)	
English 10 (H)	Modern Literature (H)	Consumer Math	<u>SCIENCE</u>
English 11	Modern World Literature	Geometry	Anatomy
English 11 (H)	Poetry	Geometry (H)	Anatomy (H)
English 12	Shakespearean Studies	Adv Geometry	Anatomy with Lab
English 12 (H)	Shakespearean Studies (H)	Analytical Geometry	Anatomy with Lab (H)
20 th Century Literature	Western Civiliz./Comp (H)	Analytical Geometry (H)	Anatomy and Physiology
20 th Century Literature (H)	World Literature	Euclidean Geometry	Anatomy/Physiology w/lab
Advanced English	World Literature (H)	Euclidean Geometry (H)	Anatomy/Physiology (H)
American Literature	Writing I	Math Analysis	Astronomy
American Literature (H)	Beginning Writing	Math Analysis (H)	Basic Science I – III
American Literature (AP)	Creative Writing I	Math Fundamentals	Biology
Ancient Literature	Intermediate Writing	Mathematical Principles	Biology (H)
Ancient Literature (H)	Advanced Writing	SAT Math	Biology Lab
Ancient World Literature	Advanced Writing (H)	Statistics	Biology w/Lab
Ancient World Literature (H)		Statistics (H)	Biology w/lab (H)
British Literature		Statistics (AP)	Intro to Biology
British Literature (H)		Trigonometry	Advanced Biology (H)
British Literature (AP)	<u>College English Courses</u>	Trigonometry (H)	Advanced Biology w/lab (H)
Children's Literature	English 110 (C.C.)	<u>College Math Courses</u>	Field Biology
Children's Literature Survey	English 110 (C.C.)	Algebra I (CC)	Marine Biology
Classic Literature	English 120 (C.C.)	Algebra: Linear (CC)	Marine Biology w/lab
Classic Lit. of Westrn World (H)	English 124 (C.C.)	College Algebra	Botany
Composition	English 203 (C.C.)	College Algebra (H)	Intro to Chemistry
Composition (H)	English 220 (C.C.)	Inter. Algebra (C.C.)	Chemistry
Creative Writing		Analytical Trigonometry	Chemistry (H)
Creative Writing I	<u>MATHEMATICS</u>	Applied Calculus (C.C.)	Chemistry Lab
College Composition	Advanced Math	Pre-Calculus (C.C.)	Chemistry w/Lab
College Composition (H)	Intro to Algebra	Calculus I - III (C.C.)	Chemistry w/Lab (H)
English Composition I – III	Pre-Algebra	Calc.& Analytic Geom. (H)	Chemistry with Lab AP
English Composition I & II (H)	Algebra I	Differential Equations (C.C.)	Advanced Chemistry
Eng Lang/Comp (AP)	Algebra I (H)	Geometry (C.C.)	Advanced Chemistry w/Lab
Eng Lang/Comp (H)	Algebra II	Statistics (C. C.)	Advanced Chemistry (H)
Eng Lit/Comp (AP)	Algebra II (H)	Math 90 C.C.	Consumer Science
Eng Lit/Comp (H)	Basic Math I - IV	Math 101 (C.C.)	Environmental Science
French Literature (H)	Business Math	Math 110 (C.C.)	Environmental Science AP
Greek Mythology	Pre-Calculus	Math 110 Int. Alg. (C.C.)	Earth/Space Science
Intermediate Writing	Pre-Calculus (H)	Math 120 (C.C.)	Ecology
Intro. to Literature	Pre-Calculus/Trigonometry	Math 155 Calc. 2 (C.C.)	Forensic Science
Intro to Literature (H)	Calculus I – III	Math 175 Pre-Calc. (C.C.)	General Science I
	Calculus I – II (H)		Geology

High School Course Titles

<p><u>SCIENCE- Cont</u></p> <p>Life Science</p> <p>Meteorology</p> <p>Nutrition</p> <p>Oceanography</p> <p>Bahleeted Oceanography</p> <p>Environmental Science AP</p> <p>Physical Science</p> <p>Physical Science (H)</p> <p>Physical Science w/Lab</p> <p>Physical Science w/Lab (H)</p> <p>Intro to Physics</p> <p>Physics</p> <p>Physics (H)</p> <p>Physics Lab</p> <p>Physics w/Lab</p> <p>Physics w/Lab (H)</p> <p>Advanced Physics</p> <p>Advanced Physics (H)</p> <p>Physics B AP</p> <p>Physics C AP</p> <p>Physiology</p> <p>Science History</p> <p>Zoology with lab</p> <p><u>College Science Courses</u></p> <p>Biology 110 (C.C.)</p> <p>Chemistry 115 w/lab (C.C.)</p> <p>Chemistry 120 (C.C.)</p> <p><u>SOCIAL STUDIES</u></p> <p>20th Century U S History</p> <p>20th Century World History</p> <p>Ancient History</p> <p>Ancient History (H)</p> <p>Ancient World History</p> <p>Ancient World History (H)</p> <p>Asian History</p> <p>California History</p> <p>Civics</p> <p>Civics (H)</p> <p>Comp. Govt. & Politics (AP)</p> <p>Constitutional Law I</p> <p>Culture Studies</p>	<p><u>SOCIAL STUDIES –Cont.</u></p> <p>Current Events</p> <p>Early World History</p> <p>Eastern Civilization</p> <p>Economics</p> <p>Economics (H)</p> <p>Economic Theory</p> <p>European History</p> <p>European History (AP)</p> <p>European History (H)</p> <p>Macro Economics (AP)</p> <p>Micro Economics (AP)</p> <p>Historical Research</p> <p>History, Mexico</p> <p>Human Geography (AP)</p> <p>Medieval World History</p> <p>Middle Ages History</p> <p>Military History I</p> <p>Modern US History</p> <p>Modern US History (H)</p> <p>Modern World History</p> <p>Modern World History (H)</p> <p>Political Science</p> <p>Political Science (H)</p> <p>State History</p> <p>U.S. Government</p> <p>U.S. Government (H)</p> <p>U.S. Govt. and Economics</p> <p>US Govt. & Pol. (AP)</p> <p>U.S. History</p> <p>U.S. History (H)</p> <p>Western Civilization</p> <p>Western Civilization (H)</p> <p>World Cultures & Geography</p> <p>World Geography</p> <p>World Geography (H)</p> <p>World History & Cultures</p> <p>World History & Geography</p> <p>World History</p> <p>World History (H)</p> <p>World History (AP)</p> <p><u>College S.S. Classes</u></p> <p>Economics 101</p>	<p>Western Civilization 103</p> <p>Western Civilization 104</p> <p><u>WORLD LANGUAGES</u></p> <p>Afrikaans I - IV</p> <p>Am Sign Language I - IV</p> <p>Arabic I & II</p> <p>Chinese I - IV</p> <p>Conversational Chinese I & II</p> <p>ESL I - IV</p> <p>French I – IV</p> <p>French I – IV (H)</p> <p>German I – IV</p> <p>German I –IV (H)</p> <p>Conversational German I & II</p> <p>Greek I - IV</p> <p>Hebrew I & II</p> <p>Indonesian I & II</p> <p>Italian I – IV</p> <p>Japanese I - IV</p> <p>Korean I & II</p> <p>Latin I – IV</p> <p>Latin I, II & III (H)</p> <p>Polish I</p> <p>Portuguese</p> <p>Russian I & IV</p> <p>Russian I –IV (H)</p> <p>Spanish I – IV</p> <p>Spanish I - V (H)</p> <p>Conversational Spanish I & II</p> <p>Conver. Spanish I & II (H)</p> <p>Swedish I & II</p> <p>Tagalog I & II</p> <p>Turkish</p> <p><u>College Lang. Courses</u></p> <p>ASL 100 (C.C.)</p> <p>ASL 101 (C.C.)</p> <p>ASL 120 (C.C.)</p> <p>ASL 122 (C.C.)</p> <p>ASL 124 (C.C.)</p> <p>ASL 220 (C.C.)</p> <p>ASL 221 (C.C.)</p> <p>Convers French I (C.C.)</p>	<p><u>WORLD LANGUAGES</u></p> <p><u>–Cont.</u></p> <p>French 101 (C.C.)</p> <p>French 102 (C.C.)</p> <p>German 120 (C.C.)</p> <p>German 121 (C.C.)</p> <p>German 122 (C.C.)</p> <p>German 220 (C.C.)</p> <p>German 221 (C.C.)</p> <p>German 250 (C.C.)</p> <p>Japanese 120 (C.C.)</p> <p>Japanese 121 (C.C.)</p> <p>Japanese 220 (C.C.)</p> <p>Spanish 101 (C.C.)</p> <p>Spanish 102 (C.C.)</p> <p>Spanish 110 (C.C.)</p> <p>Spanish 120 (C.C.)</p> <p>Spanish 121 (C.C.)</p> <p>Spanish 201 (C.C.)</p> <p>Spanish 210 (C.C.)</p> <p>Spanish 211 (C.C.)</p> <p><u>BIBLE</u></p> <p>Bible 9</p> <p>Bible 10</p> <p>Bible 11</p> <p>Bible 12</p> <p>Apologetics</p> <p>Bible Doctrines</p> <p>Christian Leadership</p> <p>Christian Living</p> <p>Church History</p> <p>Church History I & II</p> <p>New Testament Survey</p> <p>New Testament Survey I & II</p> <p>Old Testament Survey</p> <p>Old Testament Survey I & II</p> <p>Theology</p> <p>Theology I - V</p> <p>Theology I - V (H)</p>
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High School Course Titles

<u>VIS./PERF. ARTS</u>	<u>VIS./PERF. ARTS-Cont.</u>	<u>ELECTIVES</u>	<u>ELECTIVES - Cont.</u>
(ART)	(MUSIC)		
Acrylic Paint I	Band I - IV	Administration of Justice	Constitutional Law
Art Appreciation	Advanced Band	Advanced Design & Graphics	Construction Trade
Art Composition	Choir I - IV	Ambassador Studies	Cooking I - IV
Art History	Voice I - IV	Ancient Chinese Lit.	Cotillion
Art History (AP)	Hand Chime Choir	Animal Husbandry I - IV	Culinary Arts I
Art/Mixed Media I	Jazz Ensemble	Archery I	Criminal Justice
Art I - IV	Jazz History/Development	Architectural Design	Critical Thinking
Art III (H)	Music Appreciation	Architectural Drafting I & II	Cross Cultural Studies
Art 100 (C.C)	Music Composition I - III	Audio Recording/Engineer	Current Events
Ceramics I & II	Music History	Auto Mechanics	Driver's Education
Computer Arts I	Music History (H)	Auto Shop	Electronics
Digital Arts	Music Performance I - IV	Bahleeted Oceanography	Elementary Ed
Drawing I – IV	Music Theory I - IV	Basic Business	EMT
Filming & Editing	Music Theory (H)	Biotechnical Engineering w/lab	Engineering I
Filming & Editing Intermediate	Musicianship I - IV	Business I & II	Intro to Engineering
Filming & Editing Advanced	Orchestra I - V	Business, International	Fashion Design I
Fine Arts I & II	Advanced Orchestra	Career Planning	Finance
Graphic Arts I	Praise Band	Careers/Finance	Finance/Business
Industrial Arts	Youth Symphony I - IV	Certified Financial Planning	Finance/Personal
Painting I		Chess I & II	Financial Accounting
Photographic Arts I & II		Child Development	Fire Science, Intro.
Survey of Fine Arts	(INSTRUMENTS)	Civil Air Patrol I - IV	First Aid
Watercolor I	Cello I - IV	Civil Engr & Architecture	CPR & First Aid
Woodworking I	Drums I - III	Clothing Design I	Floral Arrangement
	Dulcimer I	College Preparedness	Gardening
(DANCE)	Flute I - III	Communications	Graphic Arts I
Ballet I – VI	Intermediate Flute	Community Service I-III	Health I
Ballroom Dance I & II	Advanced Flute	Computer Applications	History of Dance
Dance I - IV	French Horn I-IV	Computer Graphic Arts	History of Photography
Hip Hop I	Guitar I - IV	Computer Graphic Design	Home Economics I - III
Modern Dance I & II	Harp I - IV	Computer Information Systems	Home Management
	Percussion	Computer Operating System	Horse Training & Care
	Piano I - VI	Computer Programming	Horticulture
(DRAMA)	Piano I –IV (H)	Computer Science	House Painting
Drama I - V	Classical Piano I - IV	Computer Science w/lab	Humanities I - III
Musical Theater I - IV	Jazz Piano I	Computer Science (H)	Humanities I & III (H)
Stagecraft I	Piano Theory I & II	Computer Science (AP)	
Technical Theater I -IV	Saxophone I & II	Computer Skills I & II	
Theater Arts I - IV	Trumpet I-IV	Computer Tech	
Visual/ Perf. Arts I - IV	Viola I – IV	Computer Video Editing	
	Violin I-V	Intro to AutoCAD	

High School Course Titles

<u>ELECTIVES - Cont.</u>	<u>ELECTIVES - Cont.</u>	<u>ELECTIVES - Cont.</u>	<u>PHYSICAL EDUCATION - Cont.</u>
Industrial Arts	Public Speaking	Worldview I - III	Jr. Varsity Football
Interior Design	Radio Broadcast	Worldviews (H)	Varsity Football
International Study	Radio Management	Worship Leadership I & II	Golf I - IV
Internship I - IV	Radio Practicum	Yearbook I - III	Gymnastics I - IV
Journalism I & II	Radio Production	Youth Leadership I - IV	Health
Keyboarding I & II	Robotics I - IV		Martial Arts I – IV
Knitting I & II	ROTC	<u>COLLEGE ELECTIVES</u>	Self Defense I
Landscape	SAT Prep Course	Intro to Engineering (C.C.)	Rowing I - III
Law Enforcement	Scrapbooking I & II	Psychology 100 (C.C.)	Soccer I-IV
Leadership and Mgmt	Sewing I	Psychology 120 (C.C.)	Junior Varsity Soccer
Life Guard Course	Shorthand	Speech 100 (C.C.)	Varsity Soccer
Life Skills	Sm Engine Tech		Softball I - IV
Living My Purpose	Sociology	<u>PHYSICAL EDUCATION</u>	Swimming I-IV
Advanced Logic	<u>(Speech Categories)</u>	PE 9	Swim Team I - IV
Intro. to Logic	Advanced Speech	PE 10	Tennis I - IV
Intermediate Logic	Competitive Forensics I - V	PE 11	Volleyball I - IV
Logic I & II	Forensics I-III	PE 12	Junior Varsity Volleyball
Medical Terminology	Intro. to Forensics	Aerobics	Varsity Volleyball I - V
Metal Shop	Intro. to Speech	Athletics	Weight Training
Military History I & II	Rhetoric I	Baseball I – IV	
Missions	Speech I - IV	Basketball I -IV	
Missionary Studies	Speech & Debate I - IV	Jr. Varsity Basketball	
Multimedia	Speech Therapy	Varsity Basketball	
Mythology	Study Skills I	Varsity Basketball I-IV	
Naval Science	Teacher's Aide	Bowling I	
Neurodevelopment Program	Technical Drawing	Cycling I	
Philosophy	Tutor	Competitive Cycling I - IV	
Philosophy I & II	Typing I & II	Elite Competitive Cycling	
Philosophy I & II (H)	Video Production	Cross Country	
Photography I & II	Videography	Dance Conditioning	
History of Photography	Videography/Photography	Diving I – IV	
Photojournalism	Vocational Arts	Equestrian I & II	
Photoshop I	Web Design	Equestrian Ring Steward	
Police Cadet	Web Design Internship	Adv. Equest. Ring Steward	
Practical Arts I	Web Page Design	Horsemanship	
Principles of Engineering	Welding	Advanced Horsemanship	
Psychology	Wood Shop	Western Horsemanship I & II	
Psychology (AP)	Woodworking I - III	Fencing I – IV	
Psychology (H)	Work Experience I - IV	Football I - IV	
Abnormal Psychology	Worldviews		

Community College Courses & External Classes Taken for High School Credit

There are several issues to consider when using college classes to fulfill high school graduation requirements.

Community College Permission Form

- Each community college requires high school students to have an administrative signature stating their high school is allowing enrollment in the college. Each college has their own unique form.
- To receive one of these forms for enrollment in a course at your community college, contact the community college you wish to attend.
- Submit this form to the HCS office to receive the necessary school official's signature.

HSLDA 51 % Rule

- 51% of a student's education must be taught by the parent in order to hold HSLDA membership.
- If a student takes 6 courses a semester, only 2 can be taken outside the home.
- If more college courses are taken than allowed, those credits will not go toward a student's high school graduation requirements.
- HCS does not consider Class Day courses or external tutorials as outside courses. Although a tutor has designed these courses, the parents set the standard by which the student will be graded and monitor the work all week at home.

NOTE: All such courses are subject, however, to the standard requirements for High School course credit—requiring a minimum of 60 hours of schoolwork per semester.

Converting College Credits to High School Credits

- A 3-hour per week college class taken for one semester, to fulfill a high school graduation requirement, counts as a one-year course for high school (two semesters). Exception: Trigonometry, elective classes and remedial classes are considered equivalent of a high school course and earn standard high school credit, (one semester = 5 credits), since they are not considered academic, college-level courses.
- Avoid overloading a student's transcript with credits from college courses. For example: Intermediate or advanced foreign language courses are considered high school electives and should be put on the transcript only if the student needs the units for graduation.

- ✓ More than 280-290 credits on a high school transcript is suspect.
- ✓ Many colleges may disregard college credits earned that were also used toward high school graduation requirements.

When is a College Course considered an Honors Course?

- If a college course goes well beyond a college-prep high school course in depth and breadth, or is equivalent to an AP level high school course, then the college course may be considered honors.
- Remember that an honors course is the highest high school level course in a discipline, with prerequisite courses in the discipline.

NOTE: Refer to Appendix-F for more information on Honors and AP Courses.

College Courses on the High School Transcript

Following are examples of courses that may be taken at community colleges and the most advantageous way to represent them on a transcript. Remember that each high school has a profile (reputation) with college admissions officers based on records of students from that high school who have applied to the college.

College Course	College Units	Max. H.S. Units	Honors Eligible
Introductory Biology with Lab	4-5	10	No
Introductory Chemistry with Lab	4-5	10	No
Introductory Physics with Lab	4-5	10	No
Biology – year sequence with Lab*	4-5	10	Yes
Chemistry –year sequence with Lab*	4-5	10	Yes
Physics – year sequence with Lab*	4-5	10	Yes
College Algebra	3-5	10	No
Trigonometry	3-5	5-10	No
Pre-calculus	3-5	5-10	No
Calculus I	3-5	5-10	Yes
Calculus II	3-5	5-10	Yes
Calculus III	3-5	5-10	Yes
Higher Math	3-5	5-10	Yes
Elementary Foreign Language (101,102)	3-5	5-10	No
Intermediate Foreign Language (201,202)	3-5	5-10	Yes
English Composition	3-5	5-10	Yes
English Literature	3-5	5-10	Yes
History – year sequence	3-4	5	Yes
Government	3-4	5	Yes
Economics	3-4	5	Yes

* NOTE: It is recommended that only one year of advanced science be recorded on a high school transcript. Allow college transcripts to provide the credits for any additional advanced science classes.

High School Report Card

Grading Period

- High school grades are recorded in two semesters. Semester grades are due two weeks after the conclusion of the semester, with the exception of class day, and community college grades
- Attendance is recorded.
- A high school summer-school course is considered a “Fast Track”—one-semester course. It can only receive a one-semester grade and must meet the standards for a full semester course. (Example: not less than 60 hours of schoolwork.)
- When using the summer for making up days, contact the Registrar at registrar@hcssd.org that your student has completed the course and what their final grade was.

Online Grading System

- Heritage Christian School’s online grading system makes it easy to keep your records accurate and up-to-date.
- Record-keeping worksheets are also available on the website to help you. Please call the office if you have any questions.

Extra Curricular Activities

- Extra-curricular activities may consist of community service, leadership positions, membership in academic clubs or organizations, involvement in special activities outside of school, mission trips, etc.
- List activities in which the student was consistently and substantially involved.
- It is not necessary to list the amount of time devoted to these activities.
- HCS provides a Supplemental Activities & Commendations form in Appendix C for students to use to keep their records.
- Samples of extra-curricular reports are available on the website.

High School Transcripts

(See Appendix D)

Definition

The high school transcript is an academic record of the courses and electives taken during high school. It also includes grades, credits and grade point average (GPA). Four-year colleges, military, fire and police require a high school transcript to determine a student's eligibility for admission. Along with the SAT scores, it is one of the most important pieces of information college admissions officers use to evaluate a student's academic preparation for college work.

When a college admissions officer sees a transcript from Heritage Christian School, he is evaluating not only that applicant, but also Heritage Christian School. Consequently, your student will be evaluated in light of the reputation Heritage Christian School has developed through previous applicants. Our goal is to fairly represent our students' accomplishments and academic strengths.

How many credits are required for graduation?

- Your student needs 220 credits plus 20-40 credits of Bible to graduate from HCS. This is a very reasonable number of credits for a high school transcript.
- Avoid overloading your student's transcript. More than 280 - 290 credits on a transcript appears suspect to a college admissions officer. Following are suggestions for tightening a transcript:
 - ✓ If your student earned early high school credit in 7th or 8th grade, or took courses at a community college, earning a year's worth of credit in a semester, the transcript may be overloaded.
 - ✓ Drop early high school credits in subject areas where the student has enough later credits. For example, if Algebra 1 was taken in 8th grade for high school credit, leave it off the final transcript, when the student has also taken Geometry, Algebra 2 and Pre-calculus.
 - ✓ Consider not including community college elective courses on the high school transcript. Leave out elective credits that do not point to your student's strengths, or are non-academic. The community college transcript will stand-alone.

Preparing a Student's Transcript for College

Preparing a student's transcript for college is a gradual process that must be completed semester by semester.

- At the end of each semester, enter all grades for your student's report card online through Member Services link on the hcssd.org website.

- Parents will receive a copy of their student's transcript to be reviewed for accuracy at the senior meeting. Compare it to the student's high school projection and progress reports. Note any corrections. Changes can be emailed to the Registrar at registrar@hcssd.org
- When the final transcript is ready, request a copy to examine for accuracy before it is signed and mailed to colleges.

Grade Point Average (G.P.A.) and SAT Scores

This is an area where it is important to be credible. College admissions officers expect a high correlation between G.P.A. and SAT scores. Grade inflation is rampant in schools, so much so that many universities put little weight on G.P.A. and greater weight on SAT scores. Other colleges grant their most competitive academic scholarships only to students whose G.P.A. is 4.0 or above and substantiated by high SAT scores.

- A student with a 4.0 will submit SAT scores above 1400 (out of a possible 1600, Math and Critical Reading only).
- Similarly, 3.0 G.P.A. students generally test near 1200 or above (of a possible 1600, Math and Critical Reading only).

If the results from the PSAT/ College SAT do not validate a student's G.P.A., it may be time to enroll the student in SAT preparation classes, and do a thorough GPA re-evaluation. (See section on Standardized Testing.) This is one area where college admissions officers profile high schools. For example:

- HCS seniors (class of 2013) who took the test 2012-2013 scored above the national and California averages with total scores averaging 1716 (out of a possible 2400).
- HCS juniors taking the SAT in 2012-2013 scored 1695 on average.

Develop a Resume of Extracurricular Activities

Each student should develop a resume of extracurricular activities during the high school years. A college application always asks for this information, so it is important for a student to keep track of his major activities. He should include activities to which he has devoted significant time. This is the place to note the Karate rank achieved or the piano competition award or the Science Fair recognition. This is also the place to record worship band experience, church youth group leadership responsibilities, mission trips, after-school tutoring or internships. You should consider at least four categories:

- **Academic Recognition**
- **Talent, Sports and Hobby development and recognition**
- **Community Service**
- **Internships and Work experience**

Encourage your student to devote time to volunteer service to other people – 2 hours per week or 100 hours per year is reasonable. Community service is a way of giving back, something for which the only reward is the satisfaction of helping other people. If a person is compensated in other ways, whether payment or high school credits, or in-kind contributions (camp scholarship, reduced price or free guitar lessons, etc.), it is not volunteer service. The avenues for community service are virtually limitless, depending on the student's gifts and desires. Activities that develop leadership qualities are especially helpful.

On the resume, students should describe the award or activity and indicate the amount of time or duration of the commitment. A few significant activities are better than a plethora of activities requiring little time commitment. HCS provides a blank Supplemental Activities and Commendations form in Appendix C.

Work Permits

What is Work Experience?

- Cathy Duffy’s Christian Home Educator’s Curriculum Manual: “Work Experience helps teens to understand the realities and responsibilities of being an employee, provides them with an income as they begin to assume responsibility for their own needs, helps them to explore different job opportunities or careers and helps them learn and develop skills.”

General Work Permit Information

- Every student from the age of 12 to 17 must have a work permit to work.
- Review: Child Labor Laws (Appendix F).
- Students who have passed the California High School Proficiency Exam no longer need to obtain a work permit. They are considered high school graduates. Give a copy of the Proficiency Exam to the employer. The student would not be under the rules of the work permit. However, if the employer will not accept the copy of the Proficiency Exam, a Work Permit can be obtained. The student would be under the rules of the Work Permit.

How to obtain a Work Permit

You may get the *Request for Work Permit* application (Form B1-1) from the school office. This form is not the actual Work Permit; it is an application to get the Work Permit. You may pick it up, request it to be mailed/emailed to you, or print it from our website.

Instructions for completing the Request for Work Permit application:

- Step One: The student is to complete their name, home phone number, grade, home address, city, zip, SSN, age, and signature in section 1. The parent is to complete section 3 (name, signature, date).
- Step Two: The student will then take the permit to the potential employer to complete Section 4. Be sure the Employer has filled out names (business & supervisor), phone number, complete address (P.O. Boxes are not accepted), expected work hours, job description, and the signature section.
- Step Three: Call the Heritage Christian School office to let us know that you will be returning the completed Request for Work Permit application. We will basically make a quick appointment to process the actual Work Permit (Form B1-4) right away as it will require the student’s signature. You will receive 2 copies of the permit (1 for you, 1 for the employer). The student will not be able to start the new job without the permit. (There is no longer a temporary, 30-day Permit.)

Driver Education

Available Options

Parents have a variety of options when choosing a source for Driver's Education.

- Parents, as teachers at HCS, may teach Driver's Ed and Driver's Training themselves. The curriculum for Driver's Ed is available at the school office.
- The classroom portion of Driver's Education is offered at some of the HCS Class Days. Call the office to determine where this class will be offered. Schedules are usually set by May 1st each school year, and depend on yearly approval by the Department of Motor Vehicles.
- Parents may also choose to find a Driver's Education course through an online program and/or a private driving school.
- If the classroom portion of the class is taken at Class Day or by renting the curriculum from the school office, parents are responsible to provide the "behind the wheel" portion of the class themselves or by hiring an outside driving school.
- **DMV Certificate of Completion forms** are available at the school office for those students who complete either the classroom instruction or the behind the wheel Driver's Ed through HCS. If a private driving school is used, they will provide the certificate. The DMV requires that the student bring the Certificate of Completion of Classroom Instruction when testing for a driver's permit. The student will need to take the Certificate of Completion of Behind the Wheel Training to the DMV when testing for his/her license.

Good Student Insurance Discount

- Many auto insurance companies give discounts on insurance for good students (3.0 GPA or better).
- Your insurance company has an "official" form that verifies your student's enrollment in HCS and his or her GPA.
- If your insurance company requires the signature of a school official, mail your form to the school with a self-addressed-stamped envelope. Be sure your grades are current so we can verify your student's GPA.

Standardized Testing

Parents are responsible to educate themselves about the different tests out there! Website addresses have been listed in the manual. Check them early and check them often. HCS sets up yearly standardized testing, called the SAT 10, each spring with a qualified test administrator. **(This testing is not the college entrance exams).** Check the school calendar on the HCS website for sign up dates and information.

Parents often say, “My student just doesn’t test well.” As parent-teachers, we need to help our students learn to test well if we want them to experience success in college. Learning to “test well” involves becoming familiar with the types of questions on the test, strategies for evaluating and answering questions, and then practicing under timed conditions. Students need to know that they don’t have to finish everything in order to do well. Many of these tests are more than a regurgitation of facts; they also test critical thinking skills. As home schooling families, we have invested our time and energies in our students, in part, so that they can think critically in order to discern the truth from a lie.

Yearly Stanford Achievement Test (SAT 10)

- Students must take a standardized achievement test, demonstrating proficiency at or near grade level, each year until they graduate.
- Sophomores, Juniors and Seniors are exempt from testing if they have taken their PSAT or college SAT entrance exams and are carrying a high school GPA of 2.0=C letter grade.
- 11th – 12th graders that pass the CHSPE and carry a high school GPA of 2.0 are also exempt from yearly standardized testing.
- Proof of any exam must be submitted to HCS.

CHSPE: California High School Proficiency Examination

- CA State Board of Education shall award a “Certificate of Proficiency” (high school graduation equivalency) to a person who demonstrates his or her proficiency in basic subject matter skills.
- Who is eligible to take the CHSPE? Students who are 16 years or older and have completed at least one academic year of tenth grade or are enrolled in the second semester of tenth grade.
- Test dates are always in November and March-April. Contact the school for our school code number that is entered on the application. Check the California Department of Education’s Website at www.chspe.net for announcements and future test dates.

College Entrance Exams

Two main college entrance examination organizations develop the exams used by colleges in the U.S. to assess an applicant's preparedness for study at that institution. The first is the College Entrance Examination Board (CEEB), also known as the College Board, which administers the PSAT, SAT and SAT subject tests. The American College Test (ACT) administers the PLAN and the ACT, which is more commonly used by colleges in other parts of the country.

PLAN

- The PLAN is a pre-ACT, usually taken by students in the fall of 10th grade. The two-hour exam has four achievement tests in English, Math, Reading, and Science. Each subject has a scaled score between 1 and 32. The test is a good predictor of success on the ACT. See www.actstudent.org for additional test information.

PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)

- The PSAT (Preliminary SAT) is offered each year in mid-October. This test has three parts: Critical Reading, Math, and Writing, although students are not required to write an actual essay for this test. Each part of the test results in a scaled score between 20 and 80, with the highest composite score of 240. Multiplying each section score by 10 gives a good prediction of a student's performance on the SAT. The bulletin that comes with PSAT registration explains the different types of questions on the test and provides a complete sample test.
- College-bound 11th graders are strongly encouraged to take this test to practice for the SAT. 9th and 10th graders may also take the test for practice. 11th graders will enter National Merit Scholarship competitions based on their test scores, which can lead to scholarship offers from various universities.
- Please visit www.collegeboard.com for all the information you will need.

ACT

This three-hour exam has four multiple-choice sections, with breaks between each section. Each of the four subjects, English, Math, Reading, and Science, has a scaled score between 1 and 36. A composite score (average of the four subjects) is also reported on a scale of 1 to 36. An optional 30-minute Writing Assessment is scored between 2 and 12.

- Prep books for the ACT are available in major bookstores. Advanced registration through ACT is required. See www.actstudent.org or www.collegeboard.com for registration and additional test information.
- The American College Test, required or accepted by some colleges in lieu of the SAT, is offered six times between September and June. If a college requires this exam, a student should take it in the spring of their junior year, or at the latest by the fall of the senior year.

- Contact the college your student plans to attend to find out if they require the ACT for admissions. It is also the student's responsibility to know whether or not a college requires the Writing Assessment.

SAT I (Reasoning Test)

The SAT Reasoning Test, (not to be confused with the Stanford Achievement Tests, **SAT 10**, which HCS offers each spring), is offered seven times between October and June. This three and a half hour exam also has three parts: Critical Reading, Math, and Writing. Each part has a scaled score between 200 and 800. The Writing portion of the SAT requires a timed student essay. Not all colleges base admissions decisions on the Writing portion of the exam, since the Writing part is relatively new. It is called the SAT Reasoning Test because it is more than just a regurgitation of facts. It is an exercise in critical thinking.

- Advanced registration (at least a month or more before the test date) for the SAT is required. See www.collegeboard.com for registration and additional test information.
- Students should be well prepared for a challenge such as the SAT, by becoming familiar with the types of questions on the test and strategies for evaluating and answering questions, and then practicing under timed conditions. Students need to know that they don't have to finish everything in order to do well.
- SAT Prep books from various publishers are available in the Study Skills section of major bookstores for \$20 to \$30. You can also spend hundreds of dollars for SAT prep courses. The real work of test prep is the same for the student, whether you buy a book or a course.
- College-bound students should take this exam during the spring of the junior year at the latest. Many students are taking the College SAT as early as the spring of their sophomore year. This helps them to target those areas where they need to improve academically while there is still time to make a difference. A junior taking the College SAT for the first time in the spring discovers that his math and reading comprehension scores are below average does not have much time to improve his score significantly, and may not be eligible for admission to his college of choice.
- Most colleges will provide information about the average SAT scores of admitted students. This can help a student know whether a specific college is a good fit academically.
- Contact the college your student plans to attend to find out if they require the SAT I, and any SAT II tests for admissions.

SAT II (Subject Tests)

These one-hour SAT Subject Tests measure a student's knowledge of a particular subject and their ability to apply that knowledge. This test is administered during high school. Many college admissions officers use these tests to determine a student's preparedness for college work. At least two of these exams (in different broad subject areas) are required for admission to UC schools. Each test is scored between 200 and 800. Minimum scores for admission to UC schools are posted on their website. For most subjects other than English, the minimum scores for UC schools are between 500 and 600.

These exams are administered five or more times per year at the same time as the SAT Reasoning Test on high school campuses. Thus, you cannot take the SAT Reasoning Test and an SAT subject test during the same administration, but you can take up to three SAT subject tests on the same test date. Choosing the best dates for various tests will require some advanced planning.

- Different high school courses emphasize different topics, so no one is expected to be familiar with everything on the exam.
- Students from high schools *without* a-g course approval (HCS is not accredited and so therefore does not have a-g course approval) must submit SAT subject test scores in five subject areas for admission to UC schools.
- If SAT Subject Tests are required, a student often may choose which tests to take (choose your best subjects).
- If you plan to take a math test and an English (literature) test, wait until you have taken at least three years of high school math and English.
- If you plan to take a science or social studies test, you will want to take the SAT Subject Test soon after you have completed the specific course.
- SAT Prep books, available in each subject area from various publishers, are available in the study skills section of major bookstores.
- Advanced registration through the College Board is required. See www.collegeboard.com for registration and additional information on preparing for each test.

College Credit by Exam

A standardized test does not in itself bridge the difference between a standard college-prep high school course and an honors/AP course. However, it provides some validation that the student has achieved a comprehensive understanding of the subject. Following is a description of two common standardized exams:

AP Exams

Advanced Placement (AP) exams, (in 35 subject areas), are administered by the College Board once per year during the first two weeks in May on many high school campuses. Students who take an Honors/AP course using the AP course description and then take the corresponding AP exam receive scores between 1 and 5. Many colleges grant credit based on scores of 3 or higher. The College Board is comprised of college professors who estimate that a score of 3 roughly equates to a grade of C in the corresponding college course (4=B, and 5=A). An honors level student should reasonably expect to achieve a score of 3 or better on the appropriate AP exam.

- Information regarding the AP program is available at www.collegeboard.com. Click the “For Educators” button and then the “AP Central” button to find course descriptions, sample syllabi and text suggestions submitted by experienced AP teachers, sample AP exam questions with actual responses from past exams (with evaluation rubric) and more. The essay prompts and other questions provide good practice for the exam.

- Prep books are also available for these exams. See www.collegeboard.com for information on preparing for each test.
- Advanced registration is required usually sometime in February or March. See www.collegeboard.com to register for each test.

CLEP Exams (taken from CollegeBoard)

CLEP (the College-Level Examination Program®) offers 33 exams that cover intro-level college course material. With a passing score on one CLEP exam, you could earn three or more college credits at more than 2,900 U.S. colleges and universities.

CLEP was created to help individuals with prior knowledge in a college course subject earn their degree efficiently and inexpensively. That prior learning could have taken place through advanced high school courses, independent reading and study, online courseware or textbooks, noncredit courses, or on-the-job training.

Key CLEP Facts:

Students take CLEP exams on a computer at official CLEP test centers.

CLEP exams contain multiple-choice questions.

CLEP exams take about 90–120 minutes to complete, depending on the exam subject.

CLEP exams are offered year-round at more than 2,000 CLEP test centers across the country.

Students receive their CLEP exam scores immediately after completing the exam (except for College Composition).

More than 2,900 U.S. colleges and universities grant credit for CLEP.

IB Exams

You may have heard that colleges grant credit for International Baccalaureate (IB) exams. The IB Diploma Program is a two-year academic program offered in certain schools. The culminating exams may not be taken outside of that context.

IMPORTANT NOTE: A student interested in earning college credit by examination should carefully examine the policies of the four-year college(s) he wants to attend. Each college determines its own policies regarding which, if any, exams for which it will grant credit, minimum scores, amount of credit, and other restrictions.

Graduation From High School

Graduation Ceremony

Heritage Christian School honors the accomplishments of our high school graduates at the end of each school year by conducting a formal cap and gown graduation ceremony with professional photographer, followed by a catered reception. This is a tremendous celebration that offers families a wonderful way to celebrate their student's rite of passage into the next phase of life. HCS graduations include a unique factor. Our celebration honors God, who has given us the freedom to home school, and honors the faithful parents who have made sacrifices to teach all the way through the sometimes challenging high school years. The families of graduating seniors traditionally invite friends and relatives from near and far to celebrate this exciting occasion, and all are blessed.

Graduation Requirements

- To graduate from HCS, students must complete all high school course work and credit requirements. *Refer to the General Course Requirements for Graduation* for a complete list of requirements.
- Early graduation is possible if all high school coursework and credit requirements are made before a student enters 12th grade.
- To graduate after 11th or 12th grade without meeting all course and credit requirements, the student must pass the CHSPE or the GED.

NOTE: The student's diploma will be worded to reflect graduation based on testing rather than meeting all graduation requirements. The student's transcript will list those course and credit requirements that were not completed as "Incomplete".

Diplomas

- Students will be issued their diploma when all graduation requirements have been met (subjects & credits) and when all the necessary paperwork has been submitted to the school.
- Diplomas will be presented in a quality, textured cover with the school's name engraved on the front cover.

Timetable for College Entrance

Plan Ahead

Parents and students need to begin thinking about colleges early in high school. Take some time to think and pray about what you both want in a college. The student should do some thinking about his own career goals, the steps he must take to reach that goal, and how this will influence his choice of college.

If your student plans to eventually attend a four-year college that is where you need to focus your search, although the student may attend a community college before attending a four-year college. The following is a list of college options.

Public Colleges

California public colleges offer an inexpensive education. The three tiers of the California system include:

- **Community colleges**
- **The California State University system** (with twenty-three campuses, including San Diego State University and CSU San Marcos locally, as well as Cal Poly in San Luis Obispo and Pomona and the California Maritime Academy)
- **The University of California** (ten campuses, with UCSD in La Jolla as the local campus)

All of these college campuses are open to home-educated students who have the academic credentials necessary for admissions. However, some of the UC schools are still denying admission to students coming from high schools that use Christian textbooks. Some of these UC schools have been accepting students who received Christian education if they have completed a community college transfer agreement first.

Christian Colleges

Private Christian colleges offer a liberal arts education with varying degrees of Christian and/or denominational focus. Tuition ranges from \$11,000 -30,000 per year, with the total cost of attendance ranging from \$25,000 to \$45,000 per year. Grand Canyon University offers a substantial discount for those who have had a Christian high school education.

Some California examples include:

Azusa Pacific University
 Biola University
 California Baptist University
 Concordia University
 Point Loma Nazarene University
 San Diego Christian College
 The Master's College
 Vanguard University
 Westmont College

Out of State examples:

Baylor University (Texas)
 Bryan College (Tennessee)
 Cedarville University (Ohio)
 Grand Canyon College (Arizona)
 Grove City College (Pennsylvania)
 Patrick Henry College (Virginia)
 Rhodes College (Tennessee)
 Seattle Pacific University (Washington)
 Wheaton College (Illinois)

Of course, this is only a beginning. Pay attention to announcements for Christian College Fairs. Often they take place at two or more locations in the county in October and perhaps other times as well. Attend one of these and find out about many Christian colleges. Keep in mind too if you are wanting to go on to a higher education (Masters, PhD) make sure the college you are interested in is accredited.

Private Secular Colleges

Private secular college total costs range from \$30,000 - \$50,000 per year. Some examples include the Claremont Colleges (Claremont, Pomona College, Harvey Mudd and Scripps College), Stanford, Cal Tech, Rice, Duke, Davidson College, University of Pennsylvania, Cornell, Princeton, Harvard and many more.

Academic, Social & Spiritual Atmosphere

Some of this information you can find on a college website, or in the *U.S. News and World Report* annual rankings of colleges. If you want inside information on what a college is really like, read *Choosing the Right College*, published by ISI, with a foreword by William Bennett. It will tell you what you won't find on a college website or its recruitment brochure.

Start Investigating

Once you have narrowed the search parameters somewhat, check out the websites of some colleges that interest you and your student. In reality, some students will take on this challenge and begin this search. For others, you may have to do a lot of legwork just to get them thinking about college. If you are persistent, you can find out a great deal of information about most colleges from their websites. Of course, some sites are easier to use and more informative than others. When you are satisfied that a college belongs on a short list of colleges that might be a good fit, do two things (at least).

- Start a notebook or file system for colleges you are interested in, so you can reference information quickly. Fill the notebook with information from the website and other sources including:
 - ✓ Tuition, room and board costs
 - ✓ Entrance Requirements / Policies
 - ✓ Scholarship Opportunities
 - ✓ Advanced Credit / Transfer Policies
 - ✓ General Education Requirements
- Call an admissions counselor at the college and take dated and detailed notes, including the name of the counselor.
- If possible, plan a visit to the college. Find out when the college invites prospective students to campus and go visit.

Before The Freshman Year:

- Consult with the Heritage High School Counselor. Plan a college-prep course of study. Read a lot of good books.

Freshman and Sophomore Years:

- Continue to build your strong academic skills in language, mathematics, and science.
- Work on effective time management techniques.
- Establish strong study habits and commit to a consistent study routine.
- Work to enhance your vocabulary skills and your writing abilities.
- Learn to use the library effectively, including computer research.
- Get test prep books and/or software and begin to systematically prepare for the PSAT, SAT and/or ACT tests.
- Consider attending the Christian College Fair, usually in October.
- Talk with friends who are home from college for the holidays and ask them what advice they may give you about what to do in high school to prepare for the college years.
- Keep a record of your activities, honors, volunteer work, and work experience and update it periodically. These are important for many scholarships.
- Consider attending the College National Fair in San Diego where you may talk with representatives from over 150 public and independent colleges.
- Consider making visits to colleges a part of your summer vacation plans.
- Research possible scholarships online. In your sophomore year, apply for various scholarships throughout the year.

Junior Year:

Fall Semester

- This year you are eligible to take classes at a Community College (with some restrictions). Determine if this would be a good choice for you.
- Register in time to take the PSAT in October. National Merit Scholarships are based on this test!
- Develop your extracurricular involvement, striving for depth of involvement and leadership.
- If you will be taking an SAT prep class, decide which one and sign up, or prepare on your own with good materials.
- Continue applying for scholarships.
- Keep your grades up!
- Review the October College SAT results to determine where you need to direct extra remediation efforts and continue to pursue a rigorous academic workload. Check with the school Registrar to verify that your transcript is in order and that you are on target to graduate as planned.

Spring Semester

- Develop a list of probable colleges and begin your college selection process. Write for catalogs and admissions/financial aid information.
- Register for the ACT/SATI/SATII in early spring (about 5 weeks prior to the test).
- Complete your SAT/ACT preparation.
- Take the SAT/ACT for which you have prepared.
- Select teachers, employers and pastors from whom you wish to request letters of recommendation.
- Take the highest-level classes you can handle. Make sure you meet the high school graduation requirements and the requirements for admission to the colleges you might want to attend.
- Continue applying for scholarships.
- Seek out employment or volunteer work in your major field of interest.

Summer

- Read all you can...include newspapers and magazines.
- Schedule a meeting with the HCS Registrar to review your transcript. Make sure that everything is in order and ready to submit. Remember there is a two week turn around time for transcript requests – that is if your transcript is in order.
- Complete college admissions applications and essays during the summer, using the current year forms if the new ones are not available; this will save you valuable time in your senior year! Plan to have your essays reviewed by several critical people—friends, counselors, teachers, and parents. A well crafted essay can be tweaked and used multiple times for different applications and scholarships.
- Include some college visits in your summer vacation plans; often summer classes are in session so you can get some indication of the atmosphere and your potential fit there.
- Begin to eliminate some colleges from your list of possibilities.
- Start a file system. Include a file for your high school records and for ACT/SAT test records and dates. Have a file for each school you are seriously considering.
- Continue to survey scholarship opportunities.
- Have senior pictures taken. Submit a picture to the yearbook staff by early October.
- Check to find out the deadline for State College and UC applications.

The Senior Year:

This is a busy and potentially stressful year, focusing on college applications for admission. So, commit your plans to the Lord. Become familiar with the application process for the colleges where you plan to apply. There are generally two ways to apply:

- Regular Admission: Follows the normal application deadlines.
- Application through Early Admission: (Contact the Admissions Department to determine the early admission dates for your particular school.)

1. Early Action: This early admissions option has an early application deadline. Some schools accept a larger portion of early action applicants than regular admission applicants, giving early applicants a greater advantage. Also, a student learns earlier whether or not the college has accepted him.
2. Early Decision: This early admissions option has similar advantages, but it is a binding decision. You must promise to enroll if accepted, regardless of whether you get the financial aid you expect. You would only apply for Early Decision at your 1st choice school.

Completing Applications For Admission

This can be tedious and time-consuming. Carefully attend to every detail. After choosing your preferred deadline for application, complete the following steps:

1. Retake the SAT in the fall, if necessary.
2. Start applications by September. (All colleges/universities have different deadlines – please double check the dates for the schools you are interested in.)
3. File applications online, if possible.
4. Allow plenty of time for applications. Each one has lots of parts and details:
 - a. Application
 - b. Essays
 - c. Extracurricular Resume (student’s responsibility)
 - d. Recommendations: Ask someone who can fairly recommend you (a Class Day teacher?). Do not ask for a copy of the recommendation. Provide a stamped, addressed envelope. Ask EARLY (at least three weeks before it needs to be mailed). If the recommendation is to come from the office (Principal/Registrar), please write up a recommendation (you are better qualified to highlight your student’s strengths and accomplishments), and email it to registrar@hcssd.org. We will put it on the HCS letterhead and have the Principal or Registrar sign it.
 - e. Request a copy of the transcript from the HCS office at least two weeks before it needs to be sent. Consult with the Registrar. Remember that there is a two week turn-around time for transcripts that are in their complete and finalized state. For transcripts that have not yet been edited it is a longer turn-around time.
 - f. SAT / ACT scores sent (contact College Board to release scores to specific colleges).
5. File FAFSA: Free Application for Federal Student Aid–File ASAP after January 1st. This form can be downloaded from the Internet – www.fafsa.ed.gov
6. Estimate taxes; initial filing deadline for Cal Grant is around March 1st.
7. Complete and send scholarship applications.
8. Complete and send housing applications.
9. Complete and send specific program applications (e.g. engineering, music, honors program, etc.).
10. Make your decision, and send in your deposit by May 1st (national reply date).
11. Send in housing deposit.
12. Send in final transcript.

September

- Register for the October or November SAT I (or SAT II).
- Register for October ACT.
- Write to any colleges you have not contacted for applications, organize files, photocopy applications, and begin to fill out rough drafts.
- Continue searching for scholarship opportunities.
- Schedule a meeting with the HCS Registrar to review your transcript. Make sure that everything is in order and ready to submit.

October

- Register for the December ACT and/or SAT I or SAT II.
- Take the SAT or ACT.
- Work on rough draft essays and applications.
- Finish research on colleges and reduce your list of possibilities.
- Begin filling out California State University application.
- Ask for necessary letters of recommendations; include in your requests the Guidelines and a stamped and addressed envelope. Allow three weeks for completion. Follow up with a thank-you note.

November

- Finish all rough draft applications and essays. Go over them with a parent or teacher.
- Send in CSU and UC applications as early in the month as possible. Make a copy of everything you send and get a return receipt when you mail the applications.
- Send in any private college applications you wish for early action. Most have a December 1st “early Action” deadline. Make a copy of everything you send and get a return receipt when you mail the applications.
- Keep your grades up! Colleges do look at semester and year-end grades.

December

- Take SAT I or SAT II or ACT (Most students do take these tests at least twice.)
- Get FAFSA application and begin to gather financial information for the current year.
- Work on and send in private colleges’ applications as you finish them.

January

- Students and parents should complete Federal and State Tax returns as soon as possible this month.
- Complete FAFSA and mail as soon as possible this month. Make copies and get a return receipt when you mail them. All students planning to attend a 4-year college or university should fill out the FAFSA.
- Check carefully the deadline for financial aid at any and all colleges to which you apply. Most schools have their own form that they require in addition to the FAFSA.
- Check with colleges that all forms have been received.

February

- Make sure you have submitted your FAFSA. Deadline is usually around March 1st.
- Some college acceptance letters may arrive.
- Pursue scholarship options. Watch due dates!
- Request that 7th semester (senior year, semester 1) transcripts be sent to the colleges that require them.

March

- Watch for Student Aid Report (SAR) to arrive. Make sure the colleges have received their copy. Keep the original in your file for reference.
- Begin working on your graduation speech. Practice!
- Order graduation announcements.

April

- Make final decision on which college you want to attend.
- Arrange to take any college placement exams your college requires.
- If you are taking AP or CLEP exams, prepare well; your score might earn you college credit.
- Complete graduation speech and submit to office by deadline. Practice! This speech should be memorized and rehearsed.
- Fill out your personal information sheet and send in to the school office.

May

- Prepare and send out graduation announcements.
- Complete all course work and turn in all paperwork and final grades to the school office.

June

- Graduate!

Scholarships & Financial Aid Information

CHEA (Christian Home Educators Association of California)

- Each year, CHEA awards two \$500 scholarships to a graduating student who is continuing his education at a college, university or accredited career or vocational school. There are eligibility requirements. If you are interested, check with CHEA for more information and an application.

CAL GRANT

- Cal Grants are monetary awards for students meeting certain academic and financial requirements. They can be used for any UC, CSU, private college, community college and most vocational schools in California. They are not paid back.
- To receive a Cal Grant, a student must file an FAFSA (Free Application for Federal Student Aid) form and a GPA Verification form to determine eligibility no later than the March deadline of the student's senior year.

IMPORTANT NOTE: HCS cannot fill out the GPA Verification form required for a CAL Grant because we are not accredited. The California Student Aid Commission has made a provision for home-schooled students who attend a non-accredited high school. GED, SAT, or ACT test scores will be accepted in place of the GPA Verification form. To submit test scores, complete the "To be filled out by student" section of the GPA Verification form. Mark the bubble for Question 9 "Test Scores" and attach a copy of your ACT/SAT or GED scores to the form. Send the form with copy of test scores to the Student Aid Commission no later than the March deadline. For more information, go to the California Student Aid Commission's website. www.csac.ca.gov

SELECTIVE SERVICES

- Graduating Males: Some financial aid opportunities will require registration with selective services. Forms can be attained online or from the Post Office.

Helpful Websites

Scholarship & Financial Planning Websites

www.fafsa.ed.gov	Free Application for Student Aid
www.finaid.com	The Smart Student's Guide to Financial Aid
www.collegescholarships.com	Scholarship search engine
www.fastweb.com	Online resource for finding scholarships
www.csac.ca.gov	California Student Aid Commission
www.edfund.org	Financial Aid Assistance
www.californiacolleges.edu	More California Colleges Planning & Financial Aid Information (Cal Grant Information)
www.ccco.edu	California Community Colleges (CCC)
www.csumentor.edu	California State University (CSU)
www.universityofcalifornia.edu	University of California (UC)
www.fastweb.com	Free Scholarship & College Searches
www.studentaid.ed.gov	Free Searches for Financial Aid
www.sdfoundation.org	Various scholarship opportunities for San Diego
www.military.com	ROTC Scholarships
www.hslda.org	Scholarships and planning

Oratorical Contests

Great scholarship contests can be found through American Legion, Lion's Club, Rotary Club, Junior Achievement and VFW.
Contact your local chapter for more information.
August is the month that most of these contests are posted.

College Information Websites

www.Gocollege.com
www.Uscollegesearch.org
www.assist.org

Testing Websites

www.chspe.net	CHSPE California High School Proficiency Test
www.collegeboard.com	PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)
	SAT I & SAT II
www.act.org	ACT

Home School Support Groups & Websites

www.hcssd.org

www.hslda.org

www.cfs.org

www.cheaofca.org

www.thehomeschool.com

Heritage Christian School of San Diego

Home School Legal Defense

Christian Family Schools of San Diego

CHEA, P.O. Box 2009, Norwalk, CA 90651-2009.

(800)564-CHEA

(800) 788-1221

Recommended Reading & Resources

The High School Handbook, by Mary Schofield

Senior High: A Home Designed Form+U+LA, by Barbara Shelton

Homeschooling High School: Planning Ahead for College Admission, by Jeanne Gowen Dennis

Teen's Guide to School Outside the Box, (for grades 8-12).

Homeschooling the Teen Years, Reprinted from Christian Home Educators Curriculum Manuals with permission of Cathy Duffy, Grove Publishing.

Homeschooling the High Schooler, Volumes 1 & 2, by Diana McAlister

High School Your Way, Independent Study Planning Guide, by Candice McAlister & Diana Oneschak, (A planner/record keeping book with charts and forms that help students plan, implement, and succeed at their educational goals for high school).

Home Designed High School, by Diana Johnson

Homeschooling High School, by Jeanne Gowen Dennis

Home School, High School & Beyond, A Time Management, Organization, and Career Exploration Course for Christian Home-Schooled Teens, by Beverly L. Adams-Gordon

HotHouse Transplants (for grades 8-Adult), by Matt Duffy, (son of Cathy Duffy)

Teaching High School at Home (Audio CD), by Dr. Jay Wile

NOTE: Each of these resources, complete with detailed descriptions, is available in the Rainbow Resource Center Curriculum Catalog. To obtain your own copy of this catalog, log on to www.rainbowresource.com, or call (888) 841-3456.

APPENDIX A
Heritage Christian School
General High School Projection

If you only want to cover the minimal public school graduation requirements, use this chart to plan which courses to take each year.

Year	9 th		10 th		11 th		12 th		Requirements:
Subject:	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	
Bible									20 Credits (4 Semesters)
English									30 Credits (6 Semesters)
Mathematics									20 Credits (4 Semesters)
Science									20 Credits (4 Semesters)
Social Studies									20 Credits (4 Semesters)
American Government									5 Credits (1 Semester)
Economics									5 Credits (1 Semester)
Visual Performing Art Foreign Language not required									10 Credits (2 Semesters)
Electives									10 Credits (Set Your Own Requirements)
Optional: Driver's Ed/Health									20 Credits (4 Semesters)
Physical Education									20 Credits (4 Semesters)
Total Credits									Total Credits Required: 180
Cumulative Total									

NOTE: Do not include Bible in minimum 180 credits.

APPENDIX B
Heritage Christian School
College Bound High School Projection

This chart is based on common college entrance requirements. Check the manual of the college you plan to attend for any additional requirements.

Year	9 th		10 th		11 th		12 th		Requirements:
Subject:	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	Sem. 1	Sem. 2	
Bible									20 Credits (4 Semesters)
English									40 Credits (8 Semesters) <small>Include American & English Literature</small>
Mathematics									30-40 Credits (6-8 Semesters) <small>At least 2 yrs. Algebra & 1 yr. Geometry, Higher Math recommended.</small>
Science									20-40 Credits (4-8 Semesters) <small>At least Biology & Chemistry</small>
Social Studies									20 Credits (4 Semesters)
American Government									5 Credits (1 Semester)
Economics									5 Credits (1 Semester)
World Language									20 – 30 Credits (4-6 Semesters) <small>All of same language.</small>
Visual/Performing Arts									10 Credits (2 Semesters)
Electives									30 Credits (6 Semesters)
Physical Education									20 Credits (4 Semesters)
Total Credits									Total Credits Required:
Cumulative Total									220

NOTE: Do not include Bible in minimum 220 credits.

APPENDIX D

Sample High School Transcript



Heritage Christian School

5725 Kearny Villa Road, Suite G
 San Diego, CA 92123
 Phone: 858-541-2254
 CEEB: #052839

Doe, Jane M.

1234 Maple View Drive
 Anytown, CA 92134
 Class of: 2014

Date of Graduation: June 13, 2014

Date of Birth	Gender	Grade
Sept/24/1995	Male	12th

GPA: 4.12

School Year: 2010 - 2011 Grade: 9th					School Year: 2013 - 2014 Grade: 12th				
Courses	Sem1	Sem2	Credits	GPA	Courses	Sem1	Sem2	Credits	GPA
Algebra II	A-		10.00	incl *	AP Micro Economics		A	5.00	incl
Bible 9		A	5.00	incl	Apologetics	A		5.00	incl
Constitutional Law		A-	5.00	incl	British Literature	A	A	10.00	incl
Intro. To Lit	A-	B+	10.00	incl	Computer Programming		A	5.00	incl
French I	A+	A+	10.00	incl	Graphic Arts I	A-		5.00	incl
Geometry	A-	A	10.00	incl	Marial Arts I		A+	5.00	
PE 9	A-		5.00		Physics C AP	A-	A-	10.00	incl
Physics with Lab	A	A	10.00	incl	Statistics AP		A-	5.00	incl
Speech & Debate I	A	A	10.00	incl	U.S. Government	A-		5.00	incl
World Geography	A-		5.00	incl					
School Year: 2011 - 2012 Grade: 10th					Credits				
Courses	Sem1	Sem2	Credits	GPA	Subject Area	Required	Completed		
Art History		B+	5.00	incl	English	40	40.00		
Biology with Lab AP	A	A	10.00	incl	Mathematics	30	45.00		
World History	B+	A-	10.00	incl	Science	20	40.00		
Finance/Personal		A-	5.00	incl	Social Studies	30	35.00		
French II	A+	A+	10.00	incl	World Language	20	30.00		
Health	A-		5.00	incl	Bible	20	20.00		
Old Testament Survey		A	5.00	incl	Visual/Performing Arts	10	10.00		
PE 10	A		5.00		Electives	30	45.00		
Pre-Calculus	A-	A	10.00	incl	Physical Education	20	20.00		
World History	B+	B+	10.00	incl	Total Credits:	220	285		
School Year: 2012 - 2013 Grade: 11th					* Summer or extended session				
Courses	Sem1	Sem2	Credits	GPA	** College course				
American Literature	A	A-	10.00	incl					
Bible 11	A		5.00	incl					
Calculus BC AP	A+	A+	10.00	incl					
Chemistry with Lab AP	A+	A+	10.00	incl					
Chess I	A	A	10.00	incl					
French III (H)	A	A+	10.00	incl					
PE 11	A		5.00						
Study Skills		A	5.00	incl					
U.S. History	B+	B+	10.00	incl					
					Signature: _____				

APPENDIX - E

Child Labor Laws

Read through this to be informed of the child labor laws before filling out the required forms.

The purpose of the work permit is to protect minors in several ways:

- They must not work full-time so they can attend school (EC 49100)
- There are certain fields in which minors may not work for their own safety (EC49164)
- Their parents or guardians must approve of the job (EC49110).
- The job must not endanger the health or education of the minor (EC49164).

Who needs a work permit and when does a minor need to obtain one?

- Minors must be 12 years of age to be eligible for a work permit.
- Minors 12-17 years old who have been offered a job may obtain a work permit.
- Work permits are issued for one particular job. If a minor changes jobs, they will need to obtain a new work permit.
- Work permits issued during the school year expire five days after the opening of the next school year. Each September, a minor will need to obtain a new work permit (EC 49118).

Hours that minors may work:

- Federal law and state law both cover hours that minors may work. Where the two laws have different provisions, the more stringent law takes precedence.
- Employment cannot exceed 4 hours per day on any day a minor is required to attend school or 8 hours per day on non-school days, or before 5:00 am or after 10:00 pm, except before a non-school day they may work until 12:30 am. A day of rest from work is required if the total hours employed per week exceed 30 hours, or if more than 6 hours are worked on any one day during the week. (School attendance is not considered employment.)
- EXCEPTION: Minors 16 years of age and under the age of 18 years enrolled in approved work experience education programs may work more than 4 hours per school day and may work after 10:00 pm, but no later than 12:30 am on school days.
- EXCEPTION: Minors 12 years of age and under 14 years of age may be employed on non-school days only.

For Minors under 18 years of age:

- Work permits are required except for household occupations (i.e., babysitting, yard work, and family business).
- Minors may work while this application for work permit is being processed, provided they obtain temporary work permits (B1-1 Form).
- Minors may not work in that portion of any premises where and while alcoholic beverages are served.
- Minors may not work in the 17 hazardous occupations listed in the Federal and State Child Labor Laws.
- Minors must attend regular or continuation school unless exempted or graduated, or have passed the high school proficiency exam with parental consent.

Minors under 16 years of age (in addition to above limits), are not permitted to be employed in:

- Bowling alleys, pool or billiard rooms, in proximity to moving machinery, public messenger service, construction work, any occupation dangerous to life or limb, or door-to-door soliciting.
- No minor under 16 years of age shall be employed or permitted to work in any capacity in or about a gasoline service station.

Work Experience Program:

- Students in approved work experience education programs may work on school days to 12:30 am.
- Parental and school permission are required and the adult minimum wage must be paid for the hour from 10:00 pm to 12:30 am.

APPENDIX – F

Credit Options for Honors, AP & College Courses

Why take an honors course?

Colleges like to see that students have taken some of the most rigorous courses available to them (and that they are capable of handling such courses). This does not mean that all students should “load up” on honors courses, but for many students, one or more honors courses will provide needed intellectual stimulation, as well as demonstrate a student’s preparation for college level work.

What is an honors course?

A high school honors course is a college-level course taken in high school. In general, an honors course will contain substantially more depth and breadth of material, develop additional skills, and provide substantially more opportunities for critical thinking than the comparable college prep course in the same subject. No high school curriculum itself constitutes an honors course, unless integrated with extensive projects requiring additional research and critical analysis. College texts are preferred in honors level courses. An honors course by this definition may earn additional grade points on the high school transcript (A = 5.0 G.P., B = 4.0 G.P., C = 3 G.P., D = 1.0 G.P., F = 0.0 G.P; no additional grade points for D or F).

In general, this means that only the highest-level course within a discipline would be considered honors; consequently, an honors course usually has prerequisite courses in the discipline. Performance in an honors course should be validated by a comprehensive final exam, such as an AP exam or CLEP exam, if available.

Science example

To use an example of popular science curricula, *Apologia Chemistry* (with labs, projects and tests) is a general level high school Chemistry course. Although the Apologia text may be considered college-prep, the laboratory work is not college-prep. In contrast, *BJU Press Chemistry*, with tests, projects, 30-40 lab hours and lab reports using their conventional school lab manual and standard lab equipment, is a college-prep course.

A college Chemistry text with appropriate tests plus 70-90 lab hours and lab reports, plus a science fair project that includes a lengthy annotated research paper, would be considered honors level. This course could be assigned grade points as A = 5.0 G.P., B = 4.0 G.P., C = 3.0 G.P., D = 1.0 G.P., F = 0.0 G.P. No additional grade points are awarded for a D or F. The prerequisite for such a course might be a first course in Chemistry, or at least a rigorous Physical Science course with a semester devoted to chemistry. *Apologia Advanced Chemistry* (a 2nd year of Chemistry, combined with a year of *Apologia Chemistry*) could be considered honors level.

One could use a high school curriculum as a starting point and supplement with additional college materials, labs, research, etc. to design an honors course. For any course, a parent should justify why a course is honors level vs. a standard college-prep course. The course description

should include a syllabus, as well as sample tests, labs and a comprehensive final exam to be used. A similar standard could be applied to Biology and Physics courses.

Advanced Placement (AP Courses)

AP courses that follow the AP course description on the College Board website are understood to be honors level courses and may receive weighted grades if the student passes the corresponding AP exam. Every section of every AP course must be audited and approved by the College Board, and colleges will receive lists of approved sections at each high school. However, courses following the AP course description (assuming a student takes the AP exam) may still qualify for the Honors designation and may still be given weighted grades. Students who take the AP exams may still earn college credit.

A wealth of information regarding the AP program is available at www.collegeboard.com. Click the “For Educators” button and then the “AP Central” button. You can find course descriptions for some 35 courses, sample syllabi (and text suggestions) submitted by experienced AP teachers, sample AP exam questions, actual student response (essays, calculus problems worked out, etc.) questions from past exams (with evaluation rubric) and much more. Many of these essay prompts and other questions make good practice in a course you design.

When should a student take an honors course?

An honors course is most useful when taken in 11th or 12th grade. Some 4-year colleges do not acknowledge “college level” work taken earlier than 11th grade. This may apply to AP courses and exams or even college classes. Each college has its own policy regarding work done in high school, how they use (or recalculate) a student’s G.P.A. and granting credit.

Does that mean a college class is an honors course?

No. When a college course is equivalent to a standard college-prep high school course, it is not an honors course, even if it is accelerated. If the college course goes well beyond a college-prep high school course in depth and breadth, or is equivalent to an AP level high school course, then the college course may be considered honors. Remember that the honors designation may apply only to the highest high school level course in a discipline, with prerequisite courses in the discipline.

For example, the first 2 semesters of college foreign language (equivalent to 2 or 3 years of high school foreign language) cannot be considered honors level (the great benefit is that the student completes the foreign language requirement in less time and is eligible for college credit as well). Since many 4-year colleges require 2 years of the same foreign language (with 3 years strongly recommended) for admission, the first year of community college foreign language is actually a college-prep course. Some high schools offer students a 4th, 5th and 6th year of a foreign language. The 5th and 6th years are nearly always AP level. The 4th year may or may not be honors level. Such courses are usually equivalent to the 3rd, 4th and post-graduate semesters of the language. That means that the 4th semester of college foreign language can clearly be considered honors. The 3rd semester of college foreign language might be considered honors, especially if the student goes on to complete the 4th college semester (intermediate level sequence).

In mathematics and science, a similar situation occurs. Only a college course that is equivalent to a high school honors or AP course could be considered honors. For example, calculus is considered an honors course. Most pre-calculus courses are not honors level. Anything below pre-calculus is definitely not honors level. One semester of general education college chemistry would not be considered honors, since it is definitely not equivalent to a high school AP chemistry course which is usually either a double-period course or a second year-long advanced chemistry course. However, a one-year sequence of college chemistry with labs intended for science majors which has a year of high school chemistry or some other introductory chemistry course as a prerequisite would be considered an honors course.

Two Ways to Give Credit for College Courses

1. HIGHER GPA

College courses are one semester. A student taking a one semester college level course may list those courses on their high school transcript as “honors” courses and receive a higher GPA point value. But, they are only allowed to receive one semester of credit when choosing to utilize a college course as a honors high school course.

Grade	Year	1st Semester	Mark	Credits	GPA	2nd Semester	Mark	Credits	GPA
9	2014-15	Bible 9a	A	5	4	Bible 9b	A	5	4
		English 9a	A	5	4	English 9b	A	5	4
		Algebra I	B	5	3	Algebra I	A	5	4
		Physical Science	A	5	4	Physical Science	A	5	4
		P.E.	A	5	n/a	P.E.	A	5	n/a
		ASL II*	A	5	5	Fine Arts/Music	A	5	4
		Total Credits	60			9th Grade GPA	4.0		

* Denotes course taken at college

2. MORE CREDITS

A student taking the same one-semester college course may list it on their high school transcript as a one-year (two-semester) high school course receiving the normal high school GPA point value for the course.

Grade	Year	1st Semester	Mark	Credits	GPA	2nd Semester	Mark	Credits	GPA
9	2014-15	Bible 9a	A	5	4	Bible 9b	A	5	4
		English 9a	A	5	4	English 9b	A	5	4
		Algebra I	B	5	3	Algebra I	A	5	4
		Physical Science	B	5	3	Physical Science	A	5	4
		P.E.	A	5	n/a	P.E.	A	5	n/a
		ASL II*	A	5	4	Fine Arts/Music	A	5	4
						ASL II*	A	5	4
		Total Credits	65			9th Grade GPA	3.9		

* Denotes course taken at college