

Grace and Glory  
Academy  
Est: 2013

## HIGH SCHOOL HANDBOOK



## Grace and Glory Academy High School Services

Below is a list of High School Services provided:

- Academic Planning Assistance
- Academic Monitoring of Attendance, Progress, Reports, and Curriculum
- Work Permits
- Driver's Ed Program Recommendations
- Optional Testing Choices
- Diploma
- Dual Enrollment Liaison

## Grace and Glory Academy High School Requirements

- We require between 165-175 academic days of attendance for every student.
- The Parent Teacher and Student together, must meet with our Principal at the start of every school year for a private video chat appointment between June 1-Aug 1; we'll discuss student goals, proposed plans, and their transcript.
- Students have (3) Graduation options to choose from:
  - 1: College Bound 4 Year Plan, diploma ([290 credits](#))
  - 2: General ED 4 Year Plan, diploma ([200-220 credits](#))
  - 3: Special Education Plan, parent signed certificate
- Students desiring a Grace and Glory Academy diploma will need to show they have completed all state required coursework, provide yearly samples of work, and submit an essay or multi-media presentation to our Principal. All college-bound students must also provide proof of passing an exit exam of your choice.

## A High School Level Class

Our Academy recommends that all parents of 8-12 graders purchase Mary Schofield's "High School Handbook" [the famous GREEN book] for reference and yearly review. This book is available through CHEA and provides valuable information regarding high school classes for home education in CA.

- Grace and Glory determines a High School level class as:
  - 1: [Completing 80% or more](#) of a high school level textbook curriculum.
  - 2: [Logging class hours](#): dedicate 150 hours spread over 175 days for 10 credits OR 75 hours spread over one semester for 5 credits. \*accompanied by proof of work
  - 3: [Project based learning](#): create a complete custom plan using pre-approved video/audio media, books, activities, resources, field trips, etc. to immerse in a unit of study. \*accompanied by proof of work

## CO-OP Classes:

Grace and Glory Academy exists to serve home educating families. This means our High School students may not take more than 2 days per week of outside educational classes from one or multiple class centers/co-op programs. Sports/Dance is separate and not subject to limitations.

### **The following rules also apply to High School co-op classes:**

1: High school classes taken outside of the home may be counted for full or partial credit, pending approval by our Principal. Parent Teachers provide a copy of the class syllabus.

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

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

4: If you are counting co-op classes for high school credit (not merely high school enrichment), your student must not have excessive co-op class absences. All absences must be noted on your Ed Port attendance.

## Summer Classes

Students may take a summer session course with pre-approval from our Principal. Classes that work well for summer school are Drivers Education and PE. *Summer classes have the same requirements as all other classes.*

## College: Dual Enrollment

Students may dual-enroll in college classes while attending High School with Grace and Glory Academy. College classes can count for both high school and college credit with a passing grade. Any student wishing to pursue this route while enrolled with us, is strongly suggested to meet with ABC Guidance Counseling before registering. It is the responsibility of the Parent Teacher to communicate between the college and our Academy to inform us of class start/end dates, attendance, grades, tests scores, etc. Students may not attend a college class, without informing our Principal.

## Transcript Updates

Transcripts are updated Semi-Annually in the months of February and June.

Starting in the 2024-25 school year, any additional requests for updates will be subject to a \$25.00 fee. Transcripts are provided digitally in 9-12 grades.

One hard copy will be provided with a wet signature and our school seal, at the end of senior year. Additional hard copy requests for transcripts are subject to a \$25.00 per copy fee.

## Pre-High School Credits

Students in 8<sup>th</sup> grade may take high school level classes in the areas of Math and Foreign Language in the state of CA. The parent-teacher must be able to provide proof of completion and work samples. Students must be able to achieve a B- grade or higher.

## High School Records

The Teaching Parent must annually complete a **Class Contract** for every subject/class, showing our Academy your proposed plans for your student's classes. The Teaching Parent will upload the Class Contracts to Ed Port for Administrative Approval. Please keep a copy at home for your own records.

- COURSE OF STUDY

The Teaching Parent must annually complete a Course of Study via Ed Port for each student. This is required for all students, K-12 grades.

- REPORT CARDS

Report Cards must be completed Semi-Annually using an A B C D F system via EdPort.

Note: Proof of work completed is absolutely necessary in High School to support the grades reflected on Report Cards. Parents cannot artificially assign grades without proper proof. We consider attendance, number of tasks assigned vs, completed, and goals reached when assigning grades.

Below is our Academy Grading Scale:

(A) Exceptional, Outstanding, High Quality, Over and Above.

(B) Complete, Well Done, Accurate, Commendable Effort.

(C) Average, Passable, Room For Improvement, Basic Effort.

(D) Poor, Underdeveloped, Needs Assistance, Insufficient Effort.

(F) Failed. Must repeat the class.

## Transferring Grades

- Students in grades 8-12 transferring from another school must have passed their classes with a grade C or higher in order to transfer those grades to a Grace and Glory Academy transcript.
- Classes with a grade D or lower must be repeated and cancelled out without credit recovery unless the student has an IEP.
- High School transcripts are the official high school record and documentation of the student's classes and grades competed at all school attended, including Grace and Glory Academy. A transcript is like a big picture overview. Every June, the transcript is closed out for the school year and is not to be edited.

Parents do not ever edit the transcript; all edits are completed by the Principal only.

## California Standards

The state of California requires the following course minimums for graduation:

- 3 years of English studies
- 3 years of History studies (US, World, Government and Economics in any order)
- 2 years of Math studies (Algebra 1 required)
- 2 years of Physical Education
- 2 years of Science (Life Science and Physical Science)
- 1 year of Fine Arts or Foreign Language

## Bible

Grace and Glory Academy requires Bible to be completed in each year of high school attendance. Daily bible reading is part of our Christian walk with the Lord and having a personal relationship with Him, so this alone does not constitute high school credits. Bible credits may be earned by daily Bible journaling, completing bible studies, and/or The Bible App reading plans. High School Bible courses include study elements beyond reading. You may use a published bible devotional, a bible curriculum, living books with written narrations, or online bible plans with proof of completion.

## Events

At this time we do not provide High School Prom or Grad Night.

If your student is interested in participating in these activities, please contact us for recommendations.

## Early Graduation

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

- 1: Student must complete state required coursework.
- 2: Student must pass the CHSPE.
- 3: Student must have goals/reasons for early graduation.

## Work Experience

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

## Work Permits

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

Work permits given during the school year, will expire 5 days after the opening of the new school year. You will need a new permit annually, is the student stays at the same work

place for multiple school years. There are many restrictions regarding how many hours/days your student may work; work must not interfere with school, replace school hours or cause grades to decline.

At this time, Grace and Glory Academy assists with work permits, but does not issue work permits. Please contact us for further questions and details.

*\*Your student does not need a work permit for personal services such as babysitting, house cleaning, pet walking, etc*

### Drivers Education

Drivers Education for Grace and Glory Academy students must be completed through an outside program. We recommend families utilize AAA Driving School.

### Accreditation

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

*We highly encourage families to choose one path and one school only for the duration of high school years; going in and out of different programs and institutions can cause major challenges with your student's transcript.*

*Not every public or private school, university or trade program, will accept credits earned while homeschooling in high school, thus, it is vital to keep proper records and complete courses in a manner of excellence.*

*Our Principal is dedicated to helping families on the high school journey, and we trust that each parent and student have prayerfully considered their decision to enroll in Grace and Glory Academy.... understanding the level of personal commitment and responsibility required to homeschool through high school. It is a very rewarding labor of love and season of work, not to be done half-heartedly.*