

The Grace and Glory High School Handbook



Grace and Glory Academy
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We are a non-denominational, non-campus, private satellite school in California.

OUR STATEMENT OF FAITH

We believe there is only One True God, Our Father, The Creator of the Universe, Maker of Heaven and Earth, His Son and our Savior Jesus Christ, and the Holy Spirit, our Comforter and Counselor. We believe in the entire Bible, Old and New Testament to be the inspired, Holy Word of God. We believe in God's design for marriage, between one man, and one woman. We believe each person is created in God's image for the purpose of worshiping and serving Him, following His commandments and decrees.

HIGH SCHOOL GRADUATION REQUIREMENTS

- GGHS requires 165-175 academic days each year of high school.
- GGHS parents + student must meet with our Principal annually for high school planning.
- GGHS highschool families have (3) graduation options to choose from:

General Education Path: 200-220 credits

Special Education Path: 200 credits

College Bound Path: 300 credits or more

IMPORTANT NOTICE:

Students who desire to receive a Grace and Glory High School Diploma, must pass a High School Exit Exam. We offer multiple options for exams, all at an additional, required cost to parents. The first attempt may be taken during the spring semester of Sophomore year. The second attempt may be taken during the spring semester of Junior year. The final attempt must be taken and passed before Christmas Break of Senior Year.

Students with special needs who have an IEP, will have the opportunity to make a multi-media presentation, oral presentation or project-based presentation for their exam.

HIGH SCHOOL LEVEL CLASSES

GGHS does not allow General Ed or College Bound students to use lower level (elementary or middle school) curriculum/courses for high school credit.

Classes must be taught at a high school level using 9-12 level resources.

Please understand:

GGHS determines a High School level class by one of the following:

- Completing 80% or more of a standard high school level textbook with proof. OR
- Logging class hours: dedicate 150 hours for 10 credits OR 75 hours for 5 credits. OR
- Project based learning: combining any mix of approved video/audio media, books, field activities, resources, trips/outings, hands on experience to immerse in study.

***ANY/ALL the above must be accompanied by fair proof of completion.

CO-OP CLASSES

GGHS adheres to the HSLDA standards [Home School Legal Defense Assoc] that California home educated students must be taught by their parent, at least 51% of the time at home, to qualify as "privately homeschooling". This means, GGHS students may not take any more than 49% of their classes each year, away from home with another teacher other than their parent.

EXAMPLE 1: a General Ed Freshman taking Bible, English, Math, History, Science, PE and Spanish has a total of 7 classes that year. 4 of those classes must be taught by their parent at home and up to 3 may be taken at a co-op. If the student wants to add a Co-Op Cooking Class in addition to their 3 other co-op class choices, they may participate for personal enjoyment, but we will not count Cooking as credit on their transcript.

EXAMPLE: 2 a College Bound Freshman taking Bible, English, Math, History, Fine Art and French has a total of 7 classes that year. They select to take up to 3 at a co-op, but they also participate in after school Lacrosse League. As long as Lacrosse practices are held on weeknights and weekends, we will count League Experience on the transcript because it does not fall within school hours and it is an extracurricular sport that does not take away from regular class time.

SPECIAL CLASS CIRCUMSTANCES:

If an outside teacher is responsible for the lesson planning, overseeing of assignments, conducting labs and tests of a particular course, you will need to note them as the official teacher of your student's class on your GGHS Course of Study. This teacher needs to provide GGHS with a class syllabus and grading criteria, as well as their contact information as required by California law.

However, if an outside teacher is simply leading enrichment time of group games, projects, experiments and/or discussions, while the parent remains in charge of lesson plans, grading, and overseeing assignments, then there is no need to note the outside teacher on your paperwork.

High school classes taken outside of the home may be counted for full or partial credit, at the description and approval of our GGHS Principal.

EXAMPLE: Partial credit would be given for an English class where weekly writing is taught by an outside teacher worth 50% of the student's grade, while literature and grammar are taught at home by the parent.

If you are desiring to count a co-op class for high school credit (not merely high school enrichment), your student must not have excessive class absences. Their attendance must be regular and consistent at the co-op. If there are 8 classes in a semester and your student is only present for 4 classes, your student's grade must automatically be deducted down, based on their co-op attendance. We strongly advise you to consider your family's availability to commit to outside classes, before enrolling in them.

SUMMER CLASSES:

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

COLLEGE CLASSES:

Students may dual-enroll in 49% of their classes at a college while in high school; college classes can count for both high school and college credit. Any student wishing to pursue this route while enrolled with GGHS is required to meet with ABC Guidance Counseling before registering for college classes. ABC Guidance will handle your student's college class experience; it is the responsibility of the parent to communicate between the college and GGHS and ABC Guidance to inform everyone of class start/end dates, attendance, tests scores, syllabus, and any other info. If you need copies of the transcript, letters, signatures, or any other special requests, you will first need to go through ABC Guidance and second, be prepared to pay additional fees for each request. College classes are an added investment of time and finances.

PRE-HIGH SCHOOL CREDITS:

Students in 8th grade may take high school level classes. School credit in the areas of Math and Foreign Language are the only subjects which may be counted on the GGHS Transcript. The parent- teacher must be able to provide ample proof of course completion and good work samples; students must be able to achieve a B- grade or higher to receive high school credit.

HIGH SCHOOL RECORD KEEPING

A Class Detail sheet (CD) tells of your intentions and goals for your high school classes. CD's should reflect what is being taught, how, and in what manner. One CD is required for each high school class, each year. Anytime a new class is added or dropped, the CD must be updated. Your set of CDs must be submitted before your student's first day of schooling at home.

EXAMPLE:

When completing Class Details information, we do not write simple labels like "Science"; instead, we must specifically label in detail – "Sophomore Physical Science".

NOTE: It is the parent's full responsibility to complete the Class Details sheets annually. If you need help, there is an additional charge of \$55 per hour for help completing them.

REPORT CARDS/GRADES

All students in Grace and Glory Academy, grades K-12 are required to have a report card with academic and behavioral grades submitted each semester via EdPort. We understand parents may become anxious trying to assign letter grades....please remember, we are looking for the "fruits" of labor and learning, as the Bible describes. Good fruits would be diligence, neatness, retention, obedience, application, effort.

Also, fair proof is necessary to support the grades reflected on high school report cards. Parents cannot artificially assign arbitrary grades without proper proof. We must consider attendance, number of tasks assigned vs completed, goals reached, etc. If you have any questions regarding this, please bring them up in your annual planning meeting with the Principal.

EXAMPLE: calculating grades by percentages...

25% of grade based on Completed Work

25% of grade based on Attitude

25% of grade is based on Attendance

25% of grade is based on Test Scores

Average all together to create 100% for a final Letter Grade.

Our EdPort online system will calculate the total of all classes grades to provide a grade point average on your behalf.

[A note about grades from another school:](#)

Students in grades 8-12 who are transferring to GGHS from another school, must have passed their classes with a grade C or above in order for those classes to be included on the GGHS transcript. If the student received a low grade in their class, the class must be repeated. Our Academy does not adhere to the same standards as public schools.....as a private, Christian school our aim is higher standards for the glory of God.

BIBLE CLASSES

Grace and Glory Academy requires 4 years of Bible classes to be completed for graduation. Daily bible reading is part of our Christian walk with the Lord and having a personal relationship with Him, so this alone does not constitute high school credits. High School Bible courses must include study elements beyond reading; written or typed proof is required. You may use a published bible devotional, bible curriculum, living books with written narrations, online bible plans or self-created plans with fair proof of completion.

EARLY GRADUATION

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

Guidelines:

- 1: GGHS Student must complete all 3yrs enrolled with GGHS.
- 2: GGHS Student must display maturity and strong academic performance.
- 3: GGHS Student must pass the Exit Exam with good scores.
- 4: GGHS Student must submit their post-graduation goals in writing, which contribute to the desire for early graduation. For example: entering the mission field or joining the military.

WORK PERMITS, WORK EXPERIENCE

Students between the ages of 15-17 who have not yet passed the CHSPE (California High School Proficiency Exam) will need a work permit to secure a traditional job. Each work permit is issued for a particular job position, for a specific person, for a one-year period. You should not try to have your student achieve a work permit until your student has been given an official job offer.

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

You have two options for receiving a work permit as a GGHS student:

- 1: Call the Corona Norco Unified School District Main Office and inform them of your student's need for a work permit. If they ask you to come down to the office, request for the paperwork to be sent via email to you and state that you will scan it to send back. This request has been

approved every time that we know of. There is no charge for work permits issued through CNUSD. You will need to contact them annually to renew the work permit.

2: Contact ABC Guidance Counseling and pay a fee for them to create/sign one for you.

Your student does not need a work permit for personal services such as babysitting, baking goods, house cleaning or pet walking. GGHS will recognize students' internships or paid positions on their high school transcript. Students will be required to log their work hours and have a supervisor sign off on the hours in order to add their work experience on their transcript.

DRIVERS ED

At this time, Drivers Education must be completed through an outside program. GGHS recommend families utilize AAA all-in-one drivers program for video coursework, permit training, behind the wheel training to licensing.

FINAL TRANSCRIPT

High School transcripts are the official high school record and documentation of the student's grades and classes taken at GGHS and any other institution. A transcript is like a big picture overview.

Each year, the transcript shows classes with grades, extracurriculars, volunteer experience, etc. Each class is labeled on the transcript with a specific name. ie: "Algebra 1".

Your GGHS Principal saves a master copy of the transcript and provides a digital copy at the end of each year to the parents. The final transcript will have the GGHS seal on it and Principal signature to include in the cumulative record.

Additional digital or print copies of the transcript are subject to fees.

ACCREDITATION

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

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