

**EFCA**

**High School**

**Handbook**

## **INTRODUCTION**

The purpose of this high school handbook is to provide EFCA parents of high school students with help in the process of teaching through the years to graduation. It is designed to encourage you as well as assist you in how to homeschool your students in the higher grades and prepare them for college or whatever they choose to do in the future.

EFCA graduation requirements are presented along with recommended requirements for college entrance. You should begin discussing with your high students their future plans so you can best prepare them for whatever God leads them to do.

The EFCA director will assist you in insuring that your student is ready to graduate from EFCA but you are expected to read this manual and be knowledgeable about EFCA graduation requirements. This involves preparing a plan for high school to meet all these requirements for graduation. The EFCA director is not a guidance counselor. As the homeschool parent, you are the teacher and guidance counselor and the EFCA director is here to help you.

## **HIGH SCHOOL CREDITS**

The Carnegie credit hour is the standard unit of measurement for evaluating high school courses in terms of college entrance requirements. The Carnegie unit is defined as a course of study in which a student participates approximately one hour a day for 170 days.

Evaluating credits can be done in several ways. If a student completes a high school-level text by a reputable publisher in an academic course (English, history, mathematics, science), that student has earned one credit.

A one credit course typically requires one year to complete while a one-half credit academic course (American government, health, computer science) only requires one semester or one-half year to complete.

If you have chosen to teach without the use of a standard high school-level textbook (unit studies or integrated curriculum), log the hours that your student spends completing the course. One credit is awarded for approximately 140-180 hours of work. The upper end of the range (180 hours) is usually assigned for science courses with labs, while 150 hours is the average for a year long academic courses such as English and history. Logging hours is a trustworthy method in determining credit for elective courses (art, music, vocational technology, home economics). For a half credit elective one logs approximately 60 hours.

Covering the material in a textbook does not necessarily mean doing every problem, answering every question, or reading the book from cover to cover. Do not become legalistic in keeping track of every minute. The final word, however, is don't short change your student and let integrity be your guide.

If your child is enrolled in a course at a college, keep in mind that EFCA considers a *one-semester three credit college course* to be equivalent to a *one semester high school course*. **Note:** This is not the case for most universities in Alabama. The State of Alabama Education codes consider two semesters or six credit hours of college courses to be equivalent to one high school credit. As homeschoolers, we are not required to abide by this code but we want you to be aware of this when making decisions about credits for your dual enrolled student. The EFCA administration believes as homeschool students we should meet or exceed state requirements.

NOTE: Any dual enrollment classes taken prior to the 2014-2015 year will count as one high school credit for every semester of college credit.

Resources:

[Homeschooling High School: Planning Ahead for College Admissions](#)

Jeanne G. Dennis

[Senior High: A Home- Designed Form+U+La Updated](#)

Barbara E. Shelton

HSLDA/ [Homeschooling Thru High School](#)

## **EFCA GRADUATION REQUIREMENTS**

EFCA requires the following courses as the minimum for graduation:

**ACADEMIC COURSE OF STUDY: 24 CREDITS for students entering 9<sup>th</sup> grade before the 2014-2015 school year.**

- Bible** 4 credits (while a student at EFCA)
- English (9, 10, 11, 12)** 4 credits
- Mathematics** 2 credits (your choice-recommendations below)
  - Algebra I
  - (Algebra II is highly recommended for college.)
- Science** 2.5 credits (your choice-recommendations below)
  - Physical Science
  - Biology
  - Health (0.5 credits)
- History** 3 credits (your choice-recommendations below)
  - World History
  - United States History
  - Government (0.5 credits)
  - Economic (0.5 credit)
- Christian World View** 1 credit
- Computer Science** 0.5 credit
- Electives** 7 credits

**ACADEMIC COURSE OF STUDY: 26.5 CREDITS for students entering 9<sup>th</sup> grade during or after 2014-2015 school year**

- Bible** 4 credits (while a student at EFCA)
- English (9, 10, 11, 12)** 4 credits
- Mathematics** 4 credits
  - Algebra I
  - Geometry
  - Algebra II
  - 1 more of your choice
- Science** 4 credits
  - Biology
  - (At least one physical science-Physical Science, Chemistry, Physics)
  - 2 more of your choice
- History** 4 credits
  - World History
  - United States History
  - Government (0.5 credits)
  - Economic (0.5 credit)
  - 1 more of your choice
- Christian World View** 1 credit
- Computer Science** 1 credit

**Health .5 credits**  
**Physical Education 1 credit**  
**Foreign Language/Fine Arts/Career Tech 3 credits**

## **ADDITIONAL GUIDELINES GOVERNING GRADUATION**

1. Before a senior is awarded a diploma the EFCA office must have received a complete **list of courses taken and the final grades by the first Thursday in May. Written notification of intent to graduate is required.**
2. All students enrolled in EFCA must have completed the requirements for graduation prior to that student's twentieth (20<sup>th</sup>) birthday as of August 1<sup>st</sup> of the current school year.
3. Students who because of physical or mental conditions cannot meet the academic requirements for graduation will be awarded a diploma only after consultation between the parents and the EFCA director.
4. In regards to early graduation, any student who wishes to graduate before he/she has completed four full years of high school must have a parent submit a written request to the EFCA director by the last Thursday in October of that school year. A written approval will be provided from the EFCA director in a timely manner.

## **COURSE / SUBJECT SUGGESTIONS**

This is in no way a complete list of subjects that may be taken. Before your student starts 9<sup>th</sup> grade check the websites of a dozen or so colleges that your student might want to attend and to see which courses are required or recommended for admissions.

This is especially true for **JUNIOR COLLEGES**. State Junior Colleges require 4 x 4: that is 4 credits each of English, Mathematics, History, and Science.

Colleges vary in their requirements for admission with highly selective colleges and universities having more rigorous requirements. It is the parent's responsibility to be aware of your student's post-high school directions and to plan your student's high school program to include those subjects that will help him or her to gain admissions to the college of their choice.

### **MATHEMATICS**

Algebra I  
Algebra II w or w/o Trig  
Geometry  
Consumer Mathematics  
Trigonometry

Calculus  
Business Mathematics  
Accounting

## **SCIENCE**

Physical Science  
Life Science (Biology, Anatomy,  
Physiology)  
Chemistry  
Physics  
Marine Biology  
Health (0.5 Credit)

## **ENGLISH**

Grammar (9, 10, 11, 12)  
American Literature  
World Literature  
British Literature

## **HISTORY**

Geography  
World History  
U.S. History  
Government/Economics

Alabama History

## **ELECTIVES**

Driver's Education (0.5 credit with  
35 hours of certified  
instruction/practice)  
Family Life/Home Economics  
Agriculture  
Speech/Debate  
Vocational Technology  
Foreign Language  
Fine Arts-drama, dance, photography,  
art, music(instrument/voice/choir)  
Physical Education  
Journalism -Year Book, Newsletter  
(0.5 credit)  
Shop/Mechanics  
Computer/Typing  
Internships

## **HIGH SCHOOL COURSES**

The following list of commonly recognized course names is by no means exhaustive but represents the course names used on the EFCA official transcript. The parent/teacher may devise another course name that more accurately describes what course work has been done. All that is required is that the parent/teacher use specific names (Algebra I vs Math) on the semester report forms and that the writing is legible. Also note whether the course constitutes a whole credit or a half credit.

Elective suggestions are given but are subject to parental discretion. For additional elective ideas look at other high school websites or design electives in consistency with your student's interests or your family's activities/ministries.

### **BIBLE (9, 10, 11, 12), while a student at EFCA**

Bible credits are earned by studying God's Word on a daily basis. It is important to note that "Bible" is much more than weekly worship and daily devotions and is a totally separate course that Christian Worldview. The Bible credit can be designed by the parent (memorization of a book of the Bible), follow a standard Bible curriculum, or by following a study of Biblical doctrines or themes of Scripture (prayer, healing,

stewardship). The intention of the Bible course requirement is simply to get the student and his teacher committed to a regular reading/study of God's Word.

## **ENGLISH (9, 10, 11, 12)**

English at the high school level includes the study of grammar, and writing/composition. The usual progression of the English credit would show a general English course for 9, 10, 11, 12 grades. Students wanting a broader course of study in English might include electives such as literature, creative writing or vocabulary courses. These courses can be considered electives for credit if the hours spent on the course meet the credit requirements.

The expression of a people's faith, history and culture is made through the art of grammar and especially literature. The fact that grammar and literature are products of people's faith and culture means that the value and truth of an author's writing should be consistently evaluated in light of his/her faith, history, and culture.

The purpose of teaching composition is to teach good writing skills, not to hopefully produce some great writer. There is a two fold goal: to enable every person to write clearly and intelligibly and to develop clear, critical thinking.

## **HISTORY**

This is the study of God's story (His story), the account of our Creative God who is actively involved in the affairs of His creation. As such, history is not a social science but a theological science. The purpose of history is to study the chronology of mankind from the earliest times to the present day in order to learn from the amazing triumphs and terrible tragedies of man and to recognize and acknowledge God's work in the development of people, nations, and governments. History as true history can only be understood in the context of God and His Word.

Civics / Civilizations	U.S. History I (1400-1700)
U.S. or World Geography	U.S. History II (1700-Present)
Alabama History	American Government (typically 0.5 credit)
Ancient History	Economics (typically 0.5 credit)
Comprehensive U.S. History	Psychology
Comprehensive World History	

## **SCIENCES**

Science is a vital part of the Christian student's curriculum because it allows the teacher to show that Scripture is the primary source of truth and because a Christian scientist has the opportunity to make a major impact on his world (inventors, chemists, research scientists, and physicists). Our physical universe is the work of our sovereign and almighty God. This means that all the sciences must be taught biblically and theologically because no truth or fact exists apart from the Creator God.

Health encompasses physical fitness, nutrition, first aid, reproduction and reproductive issues, general hygiene, infection prevention, safety, drug and substance abuse education.

Environmental Science (1 credit)	Physics (with lab) 1 credit (1.5 credit)
Anatomy / Physiology (1 credit)	Chemistry (with lab) 1 credit (1.5 credit)
Physical Science (with lab) 1 credit (1.5)	Marine Biology (1 credit)
Biology (with lab) 1 credit (1.5 credits)	Astronomy (0.5 credit)
Health (0.5 credit)	

## **MATHEMATICS**

The fact of God as a triune being is the very foundation of all mathematics. He is a God of order and absolutes. The study of numbers and their relationship allow us to understand the pre-established order of universe, in essence allowing us to think God's thoughts after Him.

Please note that Algebra I taken in the 8<sup>th</sup> grade is counted as a high school math credit. Students considering engineering as a future career choice should take some type of calculus. Note that Pre-Algebra is not a high school credit, even if it is taken in the 9<sup>th</sup> grade.

Consumer Math/Personal Finance (1 credit)	Algebra I (1 credit)
Business Math (1 credit)	Algebra II (1 credit)
Bookkeeping (1 credit)	Geometry (1 credit)
Introduction to Accounting (1 credit)	Trigonometry (1 credit)
Statistics (1 credit)	Pre-Calculus (1 credit)
Calculus (1 credit)	

## **PHYSICAL EDUCATION**

A half credit may be earned for participation during one school year in one varsity sport at EFCA or one credit for two or more varsity sports in a year. If you choose to earn this credit on your own then the appropriate number of hours should be spent to earn the



credit. Because there are not many PE curriculums, the time spent and description of physical activity should be recorded. Please refer to the second on high school credits to determine the number of hours required for a credit.

## **CHRISTIAN WORLDVIEW**

“Worldview is any ideology, philosophy, theology, movement, or religion that provides an overarching approach to understanding God, the world, and the relationship of people to God and the world” ( David Noebel Thinking Like a Christian)

This course is designed to develop in the student a coherent comprehension of biblical ethics and obtain a solid foundation for critical thinking skills and reasoning based on Christian truths. It develops the student's logic for use in daily thinking and the study of God's Word in all areas of thought (government, stewardship, human nature, theology, law, absolutes).

It can also be considered a comparative religions course in which the student is taught basic Christian doctrines in comparison to other world religions and philosophies.

It is recommended as a 12<sup>th</sup> grade course to prepare seniors to enter secular universities or the workplace where they will be bombarded with differing worldviews than those that they were taught in their Christian homes.

### *Suggested World View Curriculums:*

David Noebel - Understanding the Times

Francis Schaeffer - How Should We Then Live

David Noebel - Thinking like a Christian

Jeff Meyers - Passing the Baton

Apologia Educational Ministries - I do not Have Enough Faith to be an Atheist

Alpha Omega Life Pacs or DVD - Foundations of Christian Living

James Dobson/Focus on the Family – Truth Project DVD

Kostenberger, Bock, Chatraw – Truth Matters

## **COMPUTER**

Computer science includes keyboarding skills, basic operating skills, use of a web browser, applications for common software programs (Word, Excel, Powerpoint, etc)

Keyboarding (typing) (0.5 credit)

Computer science (0.5 credit)

## **FOREIGN LANGUAGE**

The requirement of a foreign language depends on the student's post high school plans. The college bound student should check with the college of his/her choice to verify admission requirements for foreign languages.

Spanish (I, II, III) (1 credit each)

Latin (I, II, III) (1 credit each)

French (I, II, III) (1 credit each)

American Sign Language (2 credits)

Other Languages (1 credit)

## **FINE ARTS**

Church Choir Program (0.5 credit)

Instrumental Lessons (0.5 or 1 credit)

Voice Lessons (0.5 or 1 credit)

Dance Lessons (0.5 or 1 credit)

Introduction to Art (0.5 or 1 credit)

Art History (0.5 or 1 credit)

Painting (0.5 or 1 credit)

Sculpture (0.5 or 1 credit)

Drama/Theater (0.5 or 1 credit)

Technical theatre (0.5 or 1 credit)

Art/Music Appreciation (1 credit)

## **VOCATIONAL TECHNOLOGY/CAREER PLANNING**

The parent/teacher should keep a portfolio of employers, work experience, special training or studies, details of work, and a list of hours worked. The student would be expected to work at least 5 hours per week for the school year to earn 1 credit.

## DUAL ENROLLMENT

Dual enrollment is the program in which high school students take college courses. Dual enrollment programs allow high school students to take college classes and earn college credit while fulfilling high school class requirements. Dual enrolling allows students to gain early exposure to the college learning environment in order to get ahead in their college career.

To qualify for dual enrollment a student must:

1. be a high school sophomore (or age 16)
2. have a cumulative GPA of 3.0 or higher **OR** an ACT Composite score of 22 or higher (SAT COMPOSITE OF 1530) **Check at the school you are interested in for required GPA and/or ACT score**
3. make application for the dual enrollment program through the admissions' office of the university and pay admissions fees
4. present a letter of recommendation from the EFCA director, when required
5. provide an official transcript with your application
6. pay the cost of the course

**Registration deadline and Dual Enrollment deadlines may be found at the schools' websites**

A request for a letter of recommendation and a transcript for non-graduating students made after May 1<sup>st</sup> will be processed after June 1<sup>st</sup>. **Note:** Transcript request for dual enrollment must be received before **July 1<sup>st</sup>/October 15<sup>th</sup> and semester reports must be current.**

The student who enrolls in a dual enrollment class has the responsibility of reporting the academic grade for any course(s) taken to the EFCA director at the completion of that course. Parents should report them to the EFCA office on the student's semester reports and note them as dual enrollment. These course will be given honors credit in the calculations of Grade Point Average.

**NOTE:** Supplemental classes offered by other homeschool covers or co-ops are not dual enrollment classes.

There are several local universities and community colleges that offer dual enrollment. You may also take dual enrollment on-line at universities. It is wise to consider transfer credits if taking classes at a university where you do not plan to earn your college degree. To find out the details about the dual enrollment at colleges or universities please contact the admissions offices at each school.

## GRADES

Numeric Average	Grade Point Equivalent	Grade Points for College Courses
A = 90-100	A = 4	A = 5
B = 80-89	B = 3	B = 4
C = 70-79	C = 2	C = 3
D = 65-69	D = 1	D = 2
F = 64 – below	F = 0	F = 0

### **To calculate G.P.A. for one term:**

1. Multiply the point value of the letter grade (see scale above) by the number of credit hours. The result is the grade points (quality points) earned.
2. Total the credit hours for the term; total the quality points for the term.
3. Divide the total quality points by the total credit hours.

For cumulative GPA, divide total quality points by total credits.

Note: The grade points earned for an honors or dual enrollment course are one more than the standard grade points. For example, a B earned in a dual enrollment class would be given 4 grade points instead of 3. It will be noted on the transcript that the course is an honor course but the grade on the transcript will be a B, in the example above.

## **ACT OR SAT COLLEGE BOARD TESTS**

### HOME SCHOOL CODES FOR ACT (969-999) AND SAT (970000)

The ACT and the SAT (Scholastic Aptitude Test) are both college entrance exams as well as a career planning tool. The student who is planning to attend college should start taking one or the other of these tests in their junior year of high school. Historically students who take the ACT or SAT more than one time tend to improve their scores.

The composite scores for these tests are used by colleges and universities to award academic scholarship monies. Once the threshold is met the higher composite score achieved by a student the greater the amount of the scholarship awarded. The admissions office of the different universities will be glad to inform you of their designated scholarship amounts.

Evangel Christian Academy is an ACT test site. You can register for the ACT at ACT.org and select ECA as your test site. Register for the SAT at SAT.collegeboard.org.

The ACT and SAT are different tests and some students do better on one than the other. You should look at the content of each test and consider which is best suited for your student's strengths or take both tests and see which one they score better on.

## **SCHOLARSHIP OPPORTUNITIES**

Scholarships are available from multiple sources and the work in searching out such financial assistance can be most rewarding. For the last few years home school students have done extremely well in securing monies for post high school studies.

Maintain a file for all volunteer activities, internships, apprenticeships, seminars, mission trips, special projects (Eagle scout). Good records should be kept of all accomplishments, awards, honors, summer camps, and church leadership roles for use on college or job applications. This documentation may help secure a leadership application scholarship or a better job position.

Here are a few resources to help you get started in your search:

A. National Merit Scholarship is a scholarship awarded to students who have excelled in their performance on the PSAT/NMSQT test.

B. Local scholarships are available from banks, sporting associations, insurance companies, service organizations, churches.

C. Web sites that are helpful in finding scholarship monies:

Scholarships 101.com

Fastweb.com

Wiredscholar.com

The web page of individual colleges or universities

## **TRANSCRIPT REQUESTS**

Official transcripts are provided as a service of the EFCA office. In order for a transcript to be prepared, all semester report forms for that student must have been submitted to the EFCA. A student who has transferred into EFCA from another high school program must have on file an official copy of his/her transcript from that previous school. The EFCA office will assist in getting the transcript from the previous school.

EFCA will mail official transcripts to any college or career planning opportunity that the student desires. Please have complete addresses available when you make the written request for a transcript. Three transcripts will be sent out free but each additional request must be accompanied by a \$5.00 fee before the requests will be honored.

Transcripts requests for non-graduating seniors made after May 1<sup>st</sup> will be processed after June 1<sup>st</sup>. Transcript requests for dual enrollment must be received before July 1<sup>st</sup> for Fall semester and October 15<sup>th</sup> for Spring Semester.

## **Preparing Semester Reports**

The semester reports are your commitment to EFCA so that proper records can be maintained in the EFCA office. The form is on the EFCA website, [EvangelFamily.net](http://EvangelFamily.net). This is the only page required to report your student's days of attendance, subjects taught and grades. Please keep a copy for your own records as this is essential for your student's graduation. All semester reports must be on file in the EFCA office in order to prepare transcripts.

In the completed semester report, please include the following:

1. Parent's last name. All records are kept in family folders filed by the father's last name.
2. Student's full name. If the parent's last name is different from the parent's last name, this will aid in identification.
3. Grade. This is the current grade level of the student. If a double grade is listed (9<sup>th</sup>/10<sup>th</sup>), the student will be listed at the lower grade.
4. Attendance Days. EFCA requires a minimum total of 170 days of instruction. The number of days is to be entered in the box under the semester of the report. There is a total box where the days of attendance should be added together and entered.
5. Subject. Please be as specific as possible (Algebra I rather than Math)
6. Book/curriculum or a short description of the course taken.
7. Letter Grade/Percentile Score. Please refer to the section called Grades. Both a letter and number grade should be included for high school students.
8. Final Average. Average the two semester number grades and provide the final number and letter grade.

9. Parent's signature and date. Please do not forget these. YOU are the teacher and this is your legal attendance report.

If you student completes a course before the end of the school year, please indicate that in the left margin of your report. You may either write ½ credit or 1 credit or Completed to indicate that the course work is completed and include the final grade in the appropriate box. Don't forget to indicate dual enrollment courses as well.

## **EFCA HIGH SCHOOL GRADUATION WORKSHEET**

In an effort to assist parents and students in determining what courses should be taken to achieve the educational goals of the student, the following worksheet was developed. The core subjects are listed on the left side of the form with the number of credits required for EFCA graduation/College Preparation. Simply list the course and credits earned under each year to plan the high school years. It can also be used to determine what is necessary to complete the graduation requirements by listing what has been taken to date and what is remaining to take.

*E F C A Ninth through Twelfth Grade Graduation Worksheet*

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Subject	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>Bible</b> (4.0/4.0)				
<b>English</b> (4.0/4.0)				
<b>Math</b> (2.0/4.0)				
<b>Science</b> (2.5/4.0)				
<b>History</b> (3.0/4.0)				
<b>Christian Worldview</b> (1.0/1.0)				
<b>Physical Education</b> (0.0/1.0)				
<b>Health</b> (0.0/0.5)				
<b>Computer Science</b> (0.5/1.0)				
<b>Foreign Language / Fine arts / career tech</b> (0.0/3.0)				
<b>Total Credits (24/26.5)</b>				

Students must have at least 24 credits if they entered 9<sup>th</sup> grade prior to 2014-2015  
school year

Students should have at least 26.5 credits if they entered 9<sup>th</sup> grade in or after 2014-  
2015

*Please refer to graduation requirements for specific courses required*