

# North Alabama Friends School, Inc.



## High School Handbook

**2017-2018**

North Alabama Friends School does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical ability.

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If you feel that any of the requirements listed in this handbook are not appropriate for your situation, please discuss this matter with your counselor. Adjustments can be made if approved **in advance**.

## HIGH SCHOOL PROGRAM

When entering ninth grade or first enrolling in North Alabama Friends School (NAFS), each student and his family should create a plan for study and learning while in high school. The NAFS, the Alabama State diploma requirements, and the transcript guidelines should serve as a format for planning. If the student intends to enter college, he should design the plan to meet college requirements also. The plan should be discussed with the advisor and a written copy filed in the student's folder. Each year the student should choose curriculum materials from the list on page 19 of this handbook or get the counselor's prior approval for other materials

The student's written plan should address each item in the school's diploma requirements, showing how the student will acquire the ability. For example: The student could develop the ability to communicate both in writing and verbally by completing four years of study of English using standard high school texts (no need to specify the name or publisher of the books in the plan). Alternately, the ability could be developed by extensive reading, submission of articles for publication in various papers and magazines, and participation in Toastmasters.

Each year the student will meet with a Diploma Committee composed of counselors and/or parents for a review of his work. The student will be asked to submit papers and a portfolio demonstrating his achievements during the year. These yearly reviews will assure the student that he is progressing toward meeting the graduation requirements of the school.

The goal in developing graduation requirements was to outline the minimum abilities and knowledge that a student needs to demonstrate. This should not limit the student but instead provide a framework for expansion. Note that it is not particular courses that are required but rather demonstration of knowledge and abilities. Passing already composed courses from an outside source is one way to meet the requirements, but a student could also follow an independent program of learning and still demonstrate the required skills.

In order to assure their graduation, students need to be sure they meet all the requirements and are able to demonstrate all of the skills listed on page 3. In addition they need to present satisfactory papers and portfolio each year to the review committee. The papers need to be; complete, prepared in accordance with the directions given, of the required length, carefully proof read and corrected, and turned in on time. Any deficiencies in one year's papers should be corrected and not repeated in future years. Students who do not present satisfactory papers or who fail to attend the review meeting will not be promoted to the next grade or allowed to graduate. Students who wish to graduate in less than four years must receive approval by the end of ninth grade.

## **NORTH ALABAMA FRIENDS SCHOOL DIPLOMA REQUIREMENTS**

The student should be able to **DEMONSTRATE:** \*

Ability to communicate both in writing and verbally

Ability to find information as needed

Ability to use mathematics as expected according to life goals (Many careers require advanced mathematics. Students should be careful not to limit their options.)

Knowledge concerning both Biological and Physical Science representing at least one year's study of each, including an understanding of the way that scientists develop and use theories in their pursuit of knowledge and an understanding of both sides of controversial issues, including theories of evolution and the origin of the universe

Knowledge of Alabama History, American History, World History and Geography, Current World Affairs, American Government and Economics

Ability to manage a household; cooking, cleaning, repairs and finances, nutrition & health (Studies should include sex education, AIDS and drug awareness.)

Computer literacy and typing skills

A plan for activity and financial support for at least two years after graduation from high school (Go to college, parents will pay, is an acceptable plan. Hang around and do nothing is not.)

A concern for making the world a better place as demonstrated by community activities or volunteer service

**EACH YEAR** while enrolled, the student should:

Read classics of literature so that the student develops familiarity with American, English and World literature.

Participate in 1/2 hour of suitable physical activity at least three times a week and develop skills in activities that will be continued after graduation

Be exposed to the fine arts (art, dance, music, and/or theater)

Suggested ways to demonstrate fulfillment of graduation requirements are: completion of a structured course of study, oral report, projects, demonstration, research paper, portfolio, standardized test scores. Students are required to take at least one standardized test (Iowa Basic Skills Test, PSAT, ACT, or SAT) during the high school years.

## Alabama Public School Diploma Requirements

These are **NOT the requirements for North Alabama Friends School**, but they can be used to help plan a course of study. One unit represents 140 hours of class time or one year of school.

### Standard Diploma

UNITS	SUBJECT
4	English
4	Social Studies (World History, U.S. history-2 yrs, American Government & Economics)
4	Science (Biology, a Physical Science, 2 science electives)
4	Mathematics (Algebra 1, Geometry, Algebra II w/Trig., or Algebra II, Advanced Placement, Career & Technical Education)
1	Physical Education
½	Health
3	Career technical education, Fine Arts, and /or Foreign language
1	Career Preparedness
2½	Electives
24	TOTAL

### Guidelines For High School Transcripts

Students should keep the following suggestions in mind in order to have a credible transcript. **A transcript is necessary for entrance into any post high school educational institution.**

- Students should receive credit for 5 to 8 units each year. At the end of high school the student should have completed 24-30 units. In a semester system a unit is two semesters of work. In a block system, the student studies only 3 or 4 subjects and completes a unit in each subject in ½ year. In a traditional school a unit represents 140 hours spent in class.
- If a student is only studying four academic subjects during the year (math, English, science and history) there should be units in other areas such as P.E., home economics, art, music, computer, career studies or Bible to bring the number up to at least six units each year and at least 24 units total.
- Names for each unit should specify the area studied: English Literature, Ancient World History, Physical Science, Business Mathematics, etc.
- Although students should study English every year, there should not be more than 6 units of English. Most English units represent a combination of grammar, composition and literature. Separate spelling and reading grades are not given in high school.
- A student should not receive credit for more than 2 units of P.E. unless participating intensively in an organized sport.

## Preparing for High School Review Meeting & Portfolio

During the year students will create a portfolio of their work. In order to demonstrate their achievements, high school students need to turn in with their papers for the review meeting, their work for the year. The portfolio should include the following:

- For any classes taken as **dual enrollment** or distance education – **grades only.**
- If possible, for courses taken online print summary pages with grades.
- For **English – four to six papers per month.** Over the year the papers should include: compositions, responses to literature, grammar, vocabulary and mechanics exercises.
- For science, history, math and elective classes – **four to six papers per month.** These can include tests, chapter reviews, or typical daily assignments.
- P.E. log
- The List of courses studied, textbooks used, fine arts & volunteer activities, etc.

Papers in the portfolio should be arranged by subject and in chronological order for each subject. Place all of the papers in a single folder, envelope, or 3-ring binder with the student's name on the outside and **the student's name, subject, and date worked on EVERY page.** Only one copy of the portfolio is needed.

Checklist for Portfolio:

- \_\_\_\_\_ Name on outside
- \_\_\_\_\_ Grades only for organized classes
- \_\_\_\_\_ English, four to six papers for each month
- \_\_\_\_\_ Math, science, social studies, four to six papers for each month
- \_\_\_\_\_ Papers for each subject, grouped by subject, in order by date
- \_\_\_\_\_ Name, date, and subject on every page.
- \_\_\_\_\_ P.E. Log
- \_\_\_\_\_ List – placed at the front of the portfolio

## HIGH SCHOOL PAPERS AND REVIEWS

In addition to the portfolio, a set of written papers is required. The following pages outline the papers due for each grade. These papers are to be **proof read carefully**. Check for spelling errors, correct verb usage, capitalization, punctuation, and good sentence structure. Use the checklist for your grade to follow **ALL** directions **CAREFULLY**. Deliver one copy to your advisor for review and make any suggested changes. This is the one time when students need to be concerned about presentation and format.

Remember, we expect to see improvement in papers each year. Papers should never be simply a reworking of the previous year's papers. Students who do not present satisfactory papers or who fail to attend the review meeting will not be promoted to the next grade or allowed to graduate.

Each high school student will attend a review meeting with the counselors. Grades 9-11 will have their review meeting in May and the seniors will have theirs in April. The purpose of the High School Review is to familiarize the Diploma Committee with each student's work and to encourage and aid students in fulfilling the requirements for graduation. We encourage our parents to attend the review meeting. This gives the student and parent a chance to ask questions and for the counselors to discuss any concerns they may have about the portfolio or papers submitted.

## Scheduled Due Dates for High School Papers

The **third Tuesday** of **November** the final copies of the papers listed are due:

Grade 9	Book Report and Autobiography
Grade 10	Cause & Effect and Compare & Contrast Essays
Grade 11	Persuasive Essay and Resume
Grade 12	English and Science Paper

On the **first Tuesday** of **February** grades **10 and 11** are to submit their thesis/topic statement and **either** their note cards, outline, **or** a rough draft on their research/term paper.

The **first Tuesday** of **March** the final copies of the papers listed are due:

Grade 9	Narrative and Descriptive Essays
Grade 10	Research Paper
Grade 11	Term Paper
Grade 12	History Paper and Math

The **first Tuesday** of **April**, **seniors** have the following due:

1. List of courses studied, textbooks used, grades, volunteer and fine arts activities, books read, special awards, and other special activities.
2. Portfolio – include the above list at the front of the portfolio

The **last Tuesday** of **April**, the following is due for **grades 9-11**:

1. List of courses studied, textbooks used, grades, volunteer and fine arts activities, books read, special awards, and other special activities.
2. Portfolio – include the above list in the front of the portfolio

Consult your grade's checklist for detailed information on each of the papers you submit. All papers may be submitted to your counselor or the school office on the due date. It is the student's responsibility to contact their counselor if for any reason their papers cannot be submitted on time and make new arrangements.

## **Checklist for 9<sup>th</sup> Grade Review Meeting**

### **Due in November**

Book report: The report should include the complete title, author, publisher, date published, and number of pages. The student should include his or her response to or feelings about the book. (250-800 words)

Autobiography: A paper about yourself. (300-800 words)

### **Due in March**

\_\_\_\_\_ 1. A narrative essay (300-800 words)

\_\_\_\_\_ 2. A descriptive essay (300-800 words)

### **Due in April**

\_\_\_\_\_ 1. Lists:

\_\_\_\_\_ a. Title of courses studied with texts, publisher and other materials used.

\_\_\_\_\_ b. First semester grades earned.

\_\_\_\_\_ c. Special awards

\_\_\_\_\_ d. Volunteer activities

\_\_\_\_\_ e. Books you read

\_\_\_\_\_ f. Fine Arts activities

\_\_\_\_\_ g. Other special activities

\_\_\_\_\_ 2. Portfolio – Include the list above in the front of the portfolio

### **Formatting instructions**

1. For each set of papers, use black ink and a standard font (Times New Roman, Arial, etc.) in a size between 11 and 14. Titles can use a larger font size and should appear at the start of each section.
2. Margins should be between 1 and 1 ½ inches.
3. Double-space all papers due in December and March. Avoid having just one or two lines of type on a page.
4. Each page of the package should be labeled on the **upper left hand corner** with:  
Name  
Grade just completed  
School year  
Page \_ of \_ pages Page numbers should be continuous for the entire packet.

**YOU NEED 4 COPIES OF THESE PAPERS, SO EACH COUNSELOR WILL HAVE A COMPLETE SET AND ONLY ONE COPY OF THE PORTFOLIO.**

Collate and staple the copies into sets. NO COVER SHEETS OR FOLDERS.

## **Checklist for 10<sup>th</sup> Grade Review Meeting**

### **Due in November**

- \_\_\_\_\_ 1. A cause & effect essay (300-800 words)
  - \_\_\_\_\_ 2. A compare & contrast essay (300-800 words)
- Use the MLA style of documentation. Include a bibliography with a minimum listing of **3 sources** and at least **one** of these sources cited in the paper.

### **Due in March**

A career exploration research paper. The student will include in the paper an evaluation of their strengths and weaknesses in relationship to the career. Use the MLA style of documentation. Include a bibliography with a minimum listing of **3 sources** with at least **one** of these sources cited in the paper; a works cited page is not needed, nor is a title page. (500-900 words)

### **Due in April**

- \_\_\_\_\_ 1. Lists:
  - \_\_\_\_\_ a. Title of courses studied with texts, publisher and other materials used.
  - \_\_\_\_\_ b. First semester grades earned.
  - \_\_\_\_\_ c. Special awards
  - \_\_\_\_\_ d. Volunteer activities
  - \_\_\_\_\_ e. Books you read
  - \_\_\_\_\_ f. Fine Arts activities
  - \_\_\_\_\_ g. Other special activities
- \_\_\_\_\_ 2. Portfolio – include the list above in the front of the portfolio

### **Formatting instructions**

1. For each set of papers, use black ink and a standard font (Times New Roman, Arial, etc.) in a size between 11 and 14. Titles can use a larger font size and should appear at the start of each section.
2. Margins should be between 1 and 1 ½ inches.
3. Double-space all papers due in December and March. Avoid having just one or two lines of type on a page.
4. Each page of the package should be labeled on the **upper left hand corner** with:
  - Name
  - Grade just completed
  - School year
  - Page \_ of \_ pagesPage numbers should be continuous for the entire packet.

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## **Checklist for 11<sup>th</sup> Grade Review Meeting**

### **Due in November**

- \_\_\_\_\_ 1. A persuasive essay (300-800 words)  
Use the MLA style of documentation. Include a bibliography with a minimum listing of **3 sources** with at least **one** of these sources cited in the paper.
- \_\_\_\_\_ 2. A resume – should be one page and no longer

### **Due in March**

A term paper on a topic of your choice, approved by your advisor. Your paper should contain 4-12 pages of text. (1500-6000 words) Use the MLA style for documentation. Include a bibliography with a minimum listing of **5 sources** and at least **2** of these sources cited in the paper. A works cited list is not needed.

### **Due in April**

- \_\_\_\_\_ 1. Lists:
  - \_\_\_\_\_ a. Title of courses studied with texts, publisher and other materials used.
  - \_\_\_\_\_ b. First semester grades earned.
  - \_\_\_\_\_ c. Special awards
  - \_\_\_\_\_ d. Volunteer activities
  - \_\_\_\_\_ e. Books you read
  - \_\_\_\_\_ f. Fine Arts activities
  - \_\_\_\_\_ g. Other special activities
- \_\_\_\_\_ 2. Portfolio – include the list above in the front of the portfolio

### **Formatting instructions**

1. For each set of papers, use black ink and a standard font (Times New Roman, Arial, etc.) in a size between 11 and 14. Titles can use a larger font size and should appear at the start of each section.
2. Margins should be between 1 and 1 ½ inches.
3. Double-space all papers due in December and March. Avoid having just one or two lines of type on a page.
4. The papers should be packaged in the order listed above.
5. Each page of the package should be labeled on the **upper left hand corner** with:
  - Name
  - Grade just completed
  - School year
  - Page \_ of \_ pages Page numbers should be continuous for the entire packet.

**YOU NEED 4 COPIES OF THESE PAPERS, SO EACH COUNSELOR WILL HAVE A COMPLETE SET AND ONLY ONE COPY OF THE PORTFOLIO.**

Collate and staple the copies into sets. NO COVER SHEETS OR FOLDERS.

## **Checklist for Senior Review Meeting**

### **Due in November**

- \_\_\_\_\_ 1. English paper (300-800 words) Refer to page 13
- \_\_\_\_\_ 2. Science paper (300-800 words) Refer to page 13

### **Due in March**

- \_\_\_\_\_ 1. History paper (300-800 words) Refer to page 13
- \_\_\_\_\_ 2. Math (if necessary)

### **Due in April**

- \_\_\_\_\_ 1. Lists:
  - \_\_\_\_\_ a. Title of courses studied with texts, publisher and other materials used.
  - \_\_\_\_\_ b. First semester grades earned.
  - \_\_\_\_\_ c. Special awards
  - \_\_\_\_\_ d. Volunteer activities
  - \_\_\_\_\_ e. Books you read
  - \_\_\_\_\_ f. Fine Arts activities
  - \_\_\_\_\_ g. Other special activities
- \_\_\_\_\_ 2. Portfolio – include the list above in the front of the portfolio

### **Formatting instructions**

- 1. For each set of papers, use black ink and a standard font (Times New Roman, Arial, etc.) in a size between 11 and 14. Titles can use a larger font size and should appear at the start of each section.
- 2. Margins should be between 1 and 1 ½ inches.
- 3. Double-space all papers due in December and March. Avoid having just one or two lines of type on a page.
- 4. Each page of the package should be labeled on the **upper left hand corner** with:
  - Name
  - Grade just completed
  - School year
  - Page \_ of \_ pages Page numbers should be continuous for the entire packet.

**YOU NEED 4 COPIES OF THESE PAPERS, SO EACH COUNSELOR WILL HAVE A COMPLETE SET AND ONLY ONE COPY OF THE PORTFOLIO.**

Collate and staple the copies into sets. NO COVER SHEETS OR FOLDERS.

## **DESCRIPTION OF SENIOR ESSAY PAPERS**

All essays should be written using the five (5) paragraph format. There should be an introduction, three or more paragraphs for the body and a conclusion. Where it is possible, use charts, graphs, or statistics to help support your paper. Use the MLA style of documentation.

### **English Paper**

Pick one of the three options for your English paper:

1. Describe how a character in a novel changed from the beginning to the end of the story.
2. Compare two works by the same author.
3. Pick a literary work and state the theme and give three reasons to support your idea.

### **Science Paper**

Pick one of the three options for your science paper:

1. Do a science experiment and write a paper about the findings of the experiment. This should include the hypothesis, description of the experiment and your conclusion.
2. Pick a controversial issue and write a persuasive essay.
3. Pick a scientist and write about his/her works and the contributions he/she has made to society.

### **History Paper**

Pick one of the two options for your history paper:

1. Pick a current event taking place either locally, federally, or internationally and write a paper explaining the impact the event has had or could have on you.
2. Pick one of the amendments from the constitution and explain the effects of it on our lives.

### **Math Project**

1. Math problem
2. Make a score of 20 or better on the math section of the ACT college entrance exam

## A LIST OF CLASSICS FOR HIGH SCHOOL STUDENTS

There are many classics that are not on this list but that would be excellent choices to read. These are just suggestions to get you started or to suggest new directions. You should try to read a variety of book types and authors, for instance don't read only science fiction books or only books by the same author. There are videotapes that you can view in conjunction with reading some of these books. You can view the videotape before or after you read the book and discuss how they are different from each other. Viewing the video should not substitute for actually reading the book. Suggested types of books to read: Biography, Mythology, Science Fiction, Classic Authors, Children's Classics, Collections of Short Stories, Other good books. Titles marked with an asterisk \* are among the most frequently assigned to high school students.

**Classic Authors:** The titles listed are only suggestions, there are many books by each author.

Jane Austin *Pride and Prejudice*

Charlotte Bronte *Jane Eyre*

Emily Bronte *Wuthering Heights*

Pearl Buck *The Good Earth*

Willa Cather *My Antonia*

Charles Dickens *A Tale of Two Cities, Oliver Twist, A Christmas Carol, David Copperfield*

F. Scott Fitzgerald *\*The Great Gatsby*

Ernest Hemingway *The Old Man and the Sea, A Farewell to Arms*

Rudyard Kipling *Captains Courageous, The Jungle Book, Kim*

Jack London *The Call of the Wild, White Fang*

James Michener *Space, Hawaii, Tales of the South Pacific*

Shakespeare *\*MacBeth, \*Romeo and Juliet, \*Hamlet, Midsummer Nights Dream, \*Julius Caesar*

John Steinbeck *Grapes of Wrath, \*Of Mice and Men, The Red Pony*

Robert Louis Stevenson *The Strange Case of Dr. Jekyll and Mr. Hyde, Treasure Island, Kidnapped*

Mark Twain *\*The Adventures of Huckleberry Finn, The Adventures of Tom Sawyer, A Connecticut Yankee in King Arthur's Court, The Prince and the Pauper*

Jules Verne, *Journey to the Center of the Earth, Around the World in Eighty Days*

H.G. Wells *The Time Machine, The War of the Worlds, The Invisible Man*

**Myths and Legends:** There are many others in addition to those listed.

Knowledge of mythology and the various characters is a part of cultural literacy.

Greek, Roman and Norse Mythology

*The Aeneid* By Vergil

*The Iliad* and \**The Odyssey* By Homer

*Beowulf* Author unknown

Stories about King Arthur and His Knights

T.H. White, *The Once and Future King*

Mary Stewart, *The Crystal Cave* (first of series)

Marion Zimmer Bradley, *The Mists of Avalon*

Robin Hood

**Democracy Literature** -- Declaration of Independence, U.S. Constitution, Gettysburg Address, etc.

### **Other Good Books**

*A Separate Peace* by John Knowles

*A Tree Grows in Brooklyn* by Betty Smith

*Alice's Adventures in Wonderland* and *Through the Looking Glass* by Lewis Carol

*Animal Farm* and *1984* by George Orwell

*Anne Frank: The Diary of a Young Girl*

*Cheaper by the Dozen* by Frank B Gilbreth, Jr. and Ernestine Gilbreth Carey

*Christy* by Catherine Marshall

*Daddy-Long-Legs* by Jean Webster

*Gone with the Wind* by Margaret Mitchell

\**Lord of the Flies* by William Golding

*Moby Dick* by Herman Melville

*Mutiny on the Bounty* by William Bligh

*One Flew Over the Cuckoo's Nest* by Ken Kesey

*Our Town* (a play in three acts) by Thornton Wilder

*Red Badge of Courage* by Stephan Crane

*Robinson Crusoe* by Daniel Defoe

*Sherlock Holmes and the Case of the Hound of the Baskervilles* by A. Conan Doyle

*Siddhartha* by Hermann Hesse

*Silas Marner* by George Eliot

*Tales of Poe* by Edgar Allan Poe

*The Adventures of Robinson Crusoe* by Daniel Defoe

*The Hobbit* by J.R.R. Tolkien (first of a series)  
*The Hunchback of Notre Dame* by Victor Hugo  
*The Legend of Sleepy Hollow* by Washington Irving  
*The House of the Seven Gables* and *\*The Scarlet Letter* by Nathaniel Hawthorne  
*The Rime of the Ancient Mariner* by Samuel Taylor Coleridge  
*The Selected Writings of Ralph Waldo Emerson*  
*\*To Kill a Mockingbird* by Harper Lee  
*Tom Jones* by Henry Fielding  
*Uncle Tom's Cabin* by Harriet Beecher Stowe  
*Walden* by Henry David Thoreau

### **Children's Classics**

Any Newbury Award or Honor books  
*A Wrinkle in Time* by Madelein L'Engle (first of a series)  
*Anne of Green Gables* by Lucy Maud Montgomery (first of series)  
*Bambi* by Felix Statton  
*Black Beauty* by Anna Sewell  
*Caddie Woodlawn* by Carol Ryrie Brink  
*Heidi* by Johanna Spryi  
*Julie of the Wolves* and *My Side of the Mountain* by Jean Craighead George  
*Little House In the Big Woods* by Laura Ingalls Wilder (first of a series)  
*Little Women* and *Little Men* by Louisa May Alcott  
*The Lion, the Witch and the Wardrobe* by C.S. Lewis (first of a series)  
*The Little Prince* by Saint Exupery  
*The Secret Garden* and *A Little Princess* by Frances Hodgson Burnett  
*The Swiss Family Robinson* by Johan D. Wyss  
*The Witch of Blackbird Pond* by Elizabeth George Speare  
*The Wizard of Oz* by L. Frank Baum (first of a series)

### **Science Fiction and Fantasy**

*The Martian Chronicles* and *The Illustrated Man* by Ray Bradbury  
*Stranger in a Strange Land* by Robert Heinlein  
*Dune* by Frank Herbert  
*Zen and the Art of Motorcycle Maintenance* by Robert Pirsig  
*Dracula* by Bram Stoker  
*Frankenstein* by Mary Shelley

### **Collections of Short Stories:** The following is one book in our library.

*Great American Short Stories* --- "The Gift of the Magi" by O. Henry, "The Open Boat" by Stephen Crane, "To Build a Fire" by Jack London, "An Occurrence at Owl Creek Bridge" by Ambrose Bierce,

## TESTS HIGH SCHOOL STUDENTS SHOULD TAKE

These tests are NOT the same tests high school students take with the Friends School in the spring; the following tests are in addition to those tests!! Any of these tests will satisfy the requirement that each student must take a standardized test during the high school years.

The **PSAT** can be taken in the 10th grade for practice and is taken in the 11th grade to officially count towards the national merit scholarships. If you score well you can get a scholarship to college. The PSAT is a practice for the SAT.

You should take the PSAT if you usually score a couple of years above grade level on the achievement test you take at the end of the year with the Friends School or you usually score above the 70th percentile on tests, in general. If you plan to go to college out of state, plan on taking the PSAT because they usually require SAT rather than ACT scores.

The PSAT is more of an aptitude test than an achievement test. There is information available on the PSAT from the school office. The PSAT has four 30 min. sections. There are two verbal and two math parts. These are mostly multiple choice, however, in the math part there is a section where the student keys in the answer rather than choosing from a set of possible answers. The verbal includes reading, verbal, and choosing words to complete sentences (vocabulary). The math covers most of the areas that a student who took advanced math courses might encounter. Calculators are allowed for taking the PSAT, but all of the questions can be answered without one.

The PSAT is given about the third week of October and you must sign up in advance: read your newsletter for more information.

Most colleges expect a score from the ACT or the SAT (Scholastic Aptitude Test-this is **NOT** the same test that NAFS administers each spring). Check with the college that interests you to see which test they prefer. Alabama colleges usually prefer the ACT. **Calhoun College now requires home-schooled students to take the ACT in order to enroll in classes after graduating.**

The **ACT** is an achievement test, which measures skills in Mathematics, English, Reading, and Science Reasoning. Calculators are allowed when taking the ACT but all of the questions can be answered without one. There are 5 test dates scheduled in the Huntsville area per year. Before deciding a test date check to see the application deadlines for the college that you hope to attend. It usually takes 4-7 weeks to get your scores after you take the test. If you take the ACT during the spring of your junior year you will have time to apply to colleges with your scores or take the test a second time if you are unhappy with your score. By the end of your junior year you have usually covered everything that will be included in the test.

You can get a registration packet from the office. The information packet includes registration forms to register for the ACT and a "Preparing the ACT Assessment" booklet, which includes comments on preparing for the ACT, test taking strategies, what to expect, and a practice ACT test.

The ACT now has a website as well at: <http://www.act.org> You can find information about the test and even register online for taking the ACT.

The **SAT** is an aptitude test, and the test you need to take if you are planning on going to college out of state, especially in the North. You may get a registration bulletin for the SAT program from the school office. The exact dates for registering and the test dates are included in the booklet.

The SAT I: Reasoning Test is a three-hour, primarily multiple-choice test that measures verbal and mathematical reasoning. The SAT II Subject Tests are one-hour tests, primarily multiple-choice, in specific subjects. The subject tests measure your knowledge of particular subjects and the ability to apply that knowledge.

The SAT I Reasoning test is given 7 times during the year, here in Huntsville; the SAT II subject tests are offered less often. You cannot take both the SAT I and II tests on the same day.

Some colleges require or recommend one or more of these subject tests for admission or placement, so check into what the college you choose to attend requires.

You may register by mail to take any of the SAT tests, you can get the Registration form from the office or register online at: <http://www.collegeboard.org>. This website also contains information about the PSAT and the SAT and what colleges expect and/or require. So if you are unsure of what the college you choose to attend will require, check it out.

North Alabama Friends School is also able to administer some **AP tests (Advanced Placement)**. AP tests are a college-level exam developed and scored by college and university faculty members as well as experienced AP teachers. Most two and four year colleges and universities worldwide recognize AP in the admission process and accept successful exam scores for credit, advanced placement, or both. It could also help qualify for scholarships. The cost for an AP exam is \$89.00 and the exams are given in May. We are able to administer the following exams: Calculus, Biology, Chemistry, English Literature, Physics, US History, and World History. If you are interested, discuss this program with your counselor at the beginning of the school year and let the school know by February. For further information, go to their website, [apcentral.collegeboard.org/coursehomepages](http://apcentral.collegeboard.org/coursehomepages).

## **DUAL ENROLLMENT**

North Alabama Friends School currently has contracts with Calhoun Community College, the University of Alabama in Huntsville, Snead State Community College and Northeast Alabama Community College for our students to enroll in dual enrollment courses. Dual enrollment allows a high school student to receive both high school and college credit. Students must be in grade 10, 11, or 12 to start dual enrollment classes at Calhoun, Snead and Northeast. Students who are enrolled in grades 11 or 12 are eligible to participate in dual enrollment courses at UAHuntsville. Students will need to go through the admissions process and UAHuntsville will require ACT scores. Dual credit approval/registration forms are available at the school office. We are willing to acquire contracts with other colleges when needed.

## **Guidelines for seniors and parents to plan graduation ceremonies**

1. The school committee decisions are made by consensus, and the class is urged to use this method to make their plans. This means that everyone agrees to each decision or is at least willing to abide by it.
2. Only if everyone agrees, may the ceremony may be held in a church or other religious location. Also if Sunday is chosen for the graduation date all families must agree.
3. Parents of and students in the Junior class will be asked to serve the refreshments, supplied by the families of the graduates.
4. The graduating class will plan the program but school officials must approve plans.
5. The expenses of renting a room/place for graduation and printing the programs may be covered by the senior class's participation in the Belk's Charity Sale, Box Tops for Education, or other fund raisers. Refreshments, paper goods, and decorations are the responsibility of the graduating families unless the class raises enough money to include these expenses. The cost of the cap and gown are the responsibility of the graduate. Invitations and pictures are usually taken care of by the individual families.
6. Meetings of the class should be scheduled for a time when all seniors can attend. If for any reason students cannot attend a meeting, they should be allowed to express their opinions and these should be respected. A counselor must be present at all meetings where decisions are finalized.

## Approved Curricula

High school textbooks from the following sources are pre-approved and do not need to be discussed with your counselor provided you purchase the teacher's editions. If you do not have the teacher's edition you must get approval from your advisor.

- Bob Jones University Press (800)845-5731, [www.bjupresshomeschool.com](http://www.bjupresshomeschool.com)
- A Beka (800)874-2352, [www.abeka.com/homeschool](http://www.abeka.com/homeschool)
- Saxon (800)284-7019 or (405)329-7071, [www.saxonhomeschool.hmhco.com](http://www.saxonhomeschool.hmhco.com)
- Apologia Science Books [www.Apologia.com](http://www.Apologia.com)  
Phone 888-324-4724 or 765-649-4076
- Math U See (888)854-6284  
[www.MathUSee.com](http://www.MathUSee.com)
- Singapore Math [www.singaporemath.com](http://www.singaporemath.com)
- Textbooks adopted by public schools
- Distance Education with University of Alabama
- Dual enrollment at any college or university

## Additional Information

North Alabama Friends School strongly discourages students from completing high school in less than four years. If a student desires to graduate early, the decision must be made by first semester of ninth grade and a proposed plan to accomplish this must be approved by the Graduation Advisory Committee no later than the end of ninth grade.

Students may gain valuable experience from employment, but they should **work a maximum of 15 hours per week**. More than 15 hours spent working deprives the student of the time and energy to do justice to academic studies.

All students need to have **adult supervision** from 8:00 am to 3:00 pm.

We have the forms needed to get a **driver's license** at the school office. Please call several days before you need the form to arrange to pick it up.

The requirements for school **accreditation** are such that only schools with a traditional program, and one specified curriculum are able to be accredited. Consequently North Alabama Friends School is not accredited.

## CONSENT FORM

After attending the high school meeting and having the diploma program explained, I understand that:

1. A portfolio is to be kept each year.
2. Each year a set of papers will be written and turned in on time.
3. My student is to attend all high school review meetings when scheduled.
4. I will provide an approved curriculum that will accumulate 24 credits.
5. I will ensure that my student does sufficient course work.
6. We will meet with my counselor regularly.

If my student is deficient in any area, I will make arrangements with my counselor to correct these areas, and if not, I understand my student may not be eligible to receive a diploma.

A late fee of one dollar per day will be added to your account if papers and/or portfolio are not submitted on time or advanced arrangements with your counselor have not been made. These late fees are to be paid when papers are submitted but must be paid by the end of the school year and if not received by June 1 an additional \$25.00 fee will be added. Fees must be paid before registration for the new school year.

Signature (parent)\_\_\_\_\_

Signature (student)\_\_\_\_\_