

# North Alabama Friends School

## High School Handbook

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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 13 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, project, demonstration, research paper, portfolio, standardized test scores. Students are required to take at least one standardized test (Stanford Achievement Test, PSAT, PLAN, ACT, or Scholastic Achievement Test) 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: Beginning to 1900, U.S. History: 1900 to present, American Government & Economics) |
| 4  | Science (Biology, a Physical Science, 2 science electives)                                                                      |
| 4  | Mathematics (Algebra 1, Geometry, 2 math electives)                                                                             |
| 1  | Physical Education                                                                                                              |
| ½  | Health                                                                                                                          |
| ½  | Fine Arts                                                                                                                       |
| ½  | Computer Applications                                                                                                           |
| 5½ | Electives (2 units of a foreign language required for an advanced diploma)                                                      |
| 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, typing 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

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.

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**.
- 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 other classes – **four to six papers per month**. These can include tests, chapter reviews, or typical daily assignments.
- P.E. log

The portfolio will be turned in at the same time as the Review Papers, but only one copy of the portfolio is needed. 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.**

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

### 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 before the counselors. Grades 9-11 will have their review meeting in May and the Seniors will have theirs in April. The purpose of the review meeting is to allow our students to tell about their high school experiences and to enable the counselors to make sure that the students are satisfactorily preparing for graduation.

### **Scheduled Due Dates for High School Papers**

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  | Book Report    |
| Grade 10 | Research Paper |
| Grade 11 | Term Paper     |
| Grade 12 | Career Paper   |

The **first Tuesday** of **April**, the final copies of Senior papers listed and **portfolio** are due:

- 1 . What you did this year to meet our graduation requirements
- 2 . List of courses studied, textbooks used, grades, volunteer and fine arts activities, books read, special awards, and other special activities.
- 3 . A write up of your plans for the next two years and how you expect to finance your retirement.

The **last Tuesday** of **April**, the final copies of high school papers listed and **portfolio** for grades 9-11 are due:

- 1 . What you did this year to meet our graduation requirements.
- 2 . Your paper about yourself.
- 3 . List of courses studied, textbooks used, grades, volunteer and fine arts activities, books read, special awards, and other special activities.

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 March**

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)

### **Due in April**

Papers should be in this order with your name, etc. on the top right corner of each.

- \_\_\_\_\_ 1. Your paper on what you did this year to meet our graduation requirements. You should mention each subject studied. (300-700 words)
- \_\_\_\_\_ 2. Your paper about yourself. This may describe your personality, a favorite pet or hobby, a special activity in which you participated, or anything else that is of interest to you. (200-800 words)
- \_\_\_\_\_ 3. 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

### **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 except item #3. 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 right 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.**

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

**TURN IN YOUR PORTFOLIO WITH THE COPIES OF PAPERS DUE IN APRIL**

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

### **Due in March**

A research paper on the topic of your choice with your advisor's approval. You need at least three sources cited in your paper. Use the MLA style of documentation. Include a bibliography listing all material consulted; a works cited page is not needed, nor is a title page. (250-800 words)

### **Due in April**

Papers should be in this order with your name, etc. on the top right corner of each.

- \_\_\_\_\_ 1. Your paper on what you did this year to meet our graduation requirements. You should mention each subject studied. (300-700 words)
- \_\_\_\_\_ 2. Your paper about yourself. This may describe your personality, a favorite pet or hobby, a special activity in which you participated, or anything else that is of interest to you. (200-800 words)
- \_\_\_\_\_ 3. 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

### **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 except item #3. 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 right hand corner with:
  - Name
  - Grade just completed
  - School year
  - Page \_ of \_ pages Page numbers should be continuous for the entire packet.

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

### **Due in March**

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

### **Due in April**

Papers should be in this order with your name, etc. on the top right corner of each.

- \_\_\_\_\_ 1. Your paper on what you did this year to meet our graduation requirements. You should mention each subject studied. (300-700 words)
- \_\_\_\_\_ 2. Your paper about yourself. This may describe your personality, a favorite pet or hobby, a special activity in which you participated, or anything else that is of interest to you. (200-800 words)
- \_\_\_\_\_ 3. 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

### **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 except item #3. 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 right hand corner with:  
Name  
Grade just completed  
School year  
Page \_ of \_ pages Page numbers should be continuous for the entire packet.

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## Checklist for Senior Review Meeting

### **Due in March**

A paper (250-800 words) about a career. Include education or training needed, job potential, salary level, other interesting information. The Occupational Outlook Handbook is a good reference and there are books under 331.7 in the library. Use at least three sources of information and cite your resources. Use MLA style. An interview with someone in the field could be included and this would count as a source.

### **Due in April**

Papers should be in this order with your name, etc. on the top right corner of each.

- \_\_\_\_\_ 1. Your paper on what you did this year to meet our graduation requirements. You should mention each subject studied. (300-700 words)
- \_\_\_\_\_ 2. 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
- \_\_\_\_\_ 3. A write up of your plans for the next two years, including what you have done to implement those plans, and a discussion of how you expect to finance your retirement. (200-400 words)

### **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 except item #2. 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 right hand corner with::  
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## 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 **PLAN** test is an achievement test taken as practice for the ACT. The PLAN test includes academic tests in English, Math, Reading, and Science Reasoning, an assessment of study skills, and a survey of the student's interests, plans, needs, and goals.

The PLAN is offered in the fall (usually November) by the Friends School. It is designed for the 10th grade, but students can take it in the 9th grade and are encouraged to do so. Watch your newsletter for the date and make your reservation.

There is a "Planning Guide for Students and Parents" that has answers to some common questions asked about the PLAN, test taking tips, sample test questions, and more included. This guide can be picked up from the school office. Calculators are allowed for taking the PLAN, but all of the questions can be answered without one.

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 analogies, 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. 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.

## **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.
3. Barbara Rice and Caroline Lampert will not participate in ceremonies held Friday evening or before sundown on Saturday. If a Sunday is chosen for the graduation date all families must agree.
4. Parents of and students in the Junior class will be asked to serve the refreshments, supplied by the families of the graduates.
5. The graduating class will plan the program but school officials must approve plans.
6. 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.
7. 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
- A Beka (800)874-2352
- Saxon (800)284-7019 or (405)329-7071

- 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)
- 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.

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.

## 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 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)\_\_\_\_\_