



Horeb Christian School

Secondary Course Development and Curriculum Guide

Horeb Christian School – Secondary Curriculum Guide

Welcome to Horeb Christian School,

Our school was established with the goal of providing an academically rich and challenging education for our students built upon the foundation of the Word of God. Admission is offered based on a strict range of academic abilities and readiness levels. Developmentally based with a hands-on approach to learning, our programs offer age-appropriate experiences through a variety of exciting activities and lessons incorporating the use of various teaching styles.

Horeb Christian School (HCS) is standing strong at the forefront of Christian Schools. We are committed and focused on successfully providing all students with an excellent Christ-Centered educational experience. This is made possible through our great teachers alongside a comprehensive and challenging curriculum. At HCS, we are developing and cultivating the great leaders of tomorrow.

*Kevin Macki
Principal*

Summary of Program Services

Classroom Instruction Time

HCS operates on a **174 school day** calendar.

Secondary students are in school 7 hours a day (6 hours of instructional time daily on core subject areas such as English, math, science, etc.).

Performing Arts Program

HCS currently offers a Performing Arts Program that provides students with the opportunity to explore various forms of performing arts. Students in grades 1st - 12th also have the option of exploring other forms of music. These classes are offered twice a week after school. The options are: piano and dance. These alternative courses are available at a nominal fee. Secondary students may also take dance as an elective class during the school day.

Horeb Christian School – Secondary Curriculum Guide

Weekly Chapel Services

Our weekly chapel services are an integral part of the school's total program. HCS is committed to proclaiming God's Word through weekly services and transforming lives through the work of the Holy Spirit. Chapel is a time where the student body comes together to corporately worship God. Our weekly chapel services provide an opportunity for the expression of individual and corporate worship and praise to God through prayer, singing, testimonies, special music, and teaching from the Word of God. Chapel services are designed to minister to the student body and to encourage personal growth, commitment, and service to our Lord. Visiting pastors, guest speakers, musical groups, drama groups, faculty, and students have an opportunity to share during chapel time throughout the school year. During our Spiritual Emphasis Week, opportunity is given for students to accept Jesus Christ as Lord and Savior of their life.

Supplemental Computer Programs

HCS provides various supplemental computer programs that assist the students to understand and master the concepts that are introduced in class. These programs are:

Reading Plus Program: This web-based program is used to improve the student's reading levels through the use of differentiated reading activities and provides the tools to monitor the student's progress. Students are given ten assignments to complete every week. These assignments are counted as two quiz grades per quarter.

Horeb Christian School – Secondary Curriculum Guide

Table of Contents

Our Vision.....	6
Our Mission.....	6
Contact Information.....	6
Graduation Requirements.....	7
Core Requirements Year by Year.....	7
Grading Scale.....	8
Semester Exam/Grade Calculations.....	9
What is a high school credit?.....	9
Course Credit.....	9
Summer School.....	9
Forgiveness Policy.....	9
Advanced/Honor Courses.....	10
Online Courses.....	10
Dual Enrollment.....	11
Athletic Eligibility.....	11
Transfer Credit.....	11
Stanford Achievement Test.....	12
PSAT/NMQST.....	12
SAT.....	12
PLAN.....	13
ACT.....	13
Guidelines for Fulfilling Community Service Requirement.....	13
What is Considered Community Service?.....	14
Records/Transcripts.....	15
Middle School.....	15
5 Year Plan, Year-by-Year.....	15
8 th Grade.....	15
9 th Grade.....	15
10 th Grade.....	16
11 th Grade.....	16

Horeb Christian School – Secondary Curriculum Guide

12 th Grade.....	17
College Planning and Guidance.....	17
School Identification Number.....	17
Department of Guidance and Counseling.....	17
Preparing for College.....	18
Campus Visit.....	19
College Admission Process.....	19
Academic Résumé	20
Sample of Academic Résumé.....	21
Florida Bright Futures Scholarship Program.....	22
Financial Aid.....	22
College Scholarship Information Websites.....	23
Curriculum Guide.....	24

OUR VISION

The vision of Horeb Christian School is to impact the world for Christ by providing quality Christian education.

OUR MISSION

Our mission at Horeb Christian School is to rise up effective leaders of Godly character who will blend academic achievement and biblical truth to influence their society for the glory of God through a comprehensive curriculum based on God’s truth.

CONTACT INFORMATION

The following is a list of names and email addresses for various individuals involved in the secondary department:

Kevin Macki
Principal

kmacki@horebchristianschool.org

Adriana Vivas
College Planner

avivas@horebchristianschool.org

Julie Lira
Curriculum Specialist

jlira@horebchristianschool.org

Lynn Ruxlow
Secondary Department Chair

lruxlow@horebchristianschool.org

Gloria Luciano
Registrar

gluciano@horebchristianschool.org

Kim Rey
Administrative Assistant

krey@horebchristianschool.org

Horeb Christian School – Secondary Curriculum Guide

Graduation Requirements

<i>Bible</i>	4 credits
<i>English</i>	4 credits
<i>Mathematics</i>	4 credits, Algebra 1 or higher
<i>Science</i>	4 credits, two with lab component
<i>Social Studies</i>	1 credit World History 1 credit US History .5 credit US Government .5 credit Economics
<i>Foreign Language</i>	2 credits (in the same language)
<i>Fine/Performing Arts</i>	1 credit
<i>Physical Education</i>	1 credit (to include the integration of Health)
<i>Electives</i>	<u>4 credits</u>
Total Credits	26 credits

Students who wish to apply to highly selective colleges or universities should attempt to take the most rigorous schedule possible each year, including as many Honors and/or Advanced Placement courses as they are allowed and available.

Core Requirements Year-by-Year

9th Grade

Bible
English I
Algebra I
Physical Science
Geography

10th Grade

Bible
English II
Geometry
Biology with Lab
World History

11th Grade

Bible
English III
Algebra II
Chemistry with Lab
US History

12th Grade

Bible
English IV
Algebra & Trigonometry for College Readiness
Anatomy & Physiology
US Government/Economics

Horeb Christian School – Secondary Curriculum Guide

Grading Scale

<u>Letter Grades</u>	<u>Low</u>	<u>High</u>	<u>Weight</u>
A +	97	100	4.0
A	93	98	4.0
A -	90	92	4.0
B +	87	89	3.0
B	83	86	3.0
B -	80	82	3.0
C +	77	79	2.0
C	73	76	2.0
C -	70	72	2.0
D +	67	69	1.0
D	63	66	1.0
D -	60	62	1.0
F	0	59	0.0

Effort: 1- Excellent
2- Satisfactory
3- Unsatisfactory

Average. HCS calculates overall average based on number of courses taken. This includes any classes repeated in Summer School due to failure (“D” or “F”) or repeated for reinforcement (“C”).

Grade Point Average (GPA). Colleges and universities weigh GPA when determining scholarship potential. HCS calculates overall GPA by dividing the total number of courses taken (including Summer School) into the total number of points earned.

Please refer any questions regarding individual class grades to your child’s teacher. Any questions regarding overall average and GPA may be referred to the Administration and/or Guidance Counselor.

Horeb Christian School – Secondary Curriculum Guide

Semester Exam/Grade Calculations

All secondary students (7th-12th grade) are required to take mid-term exams in January and final exams in May to evaluate academic progress for each semester.

The final semester grade for each course is what will be listed on a student's high school transcript. The grade is calculated based on the numerical grades for each quarter and the semester exams. Each semester exam is weighted at 10%.

What is a High School Credit?

A high school credit is the successful completion of two semesters, consisting of 80-90 hours or 90 days for each subject per semester, or a total of 160-180 hours of instruction over a period of 180 days.

Course Credit

Credit is awarded at the end of each semester for all classes in which a passing grade is earned. Students who do not receive a 0.5 credit due to a failing grade in a core course must make up the course prior to starting the next school year, or in the case of a senior, prior to receiving his/her diploma. If a student transfers from an Honors course to a General Ed. course in the middle of a semester, the course listed on the report card and the transcript will be the course in which the student completed the semester.

Summer School

Summer School is required for any student who receives a semester grade of "D" or "F" for any core academic course in high school. This includes Bible, English, Math, Science, and Social Studies courses, as well as Physical Education. Summer School typically begins two weeks after school ends and lasts for four weeks. Students may make up a maximum of four semester classes (2.0 credits) in Summer School, which would result in a full day of classes from 8:30 am to 3:00 pm. All courses are eligible for the Forgiveness Policy under the guidelines established by the State of Florida. Summer School information is usually mailed home in February and May, and registration through the office will take place up until the first day of summer school classes.

Forgiveness Policy

High school courses in which a student receives a "D" or an "F" may be retaken under the State of Florida Forgiveness Policy. If a student receives a higher grade when taking the course for a second time, both courses will be listed on their high school transcript, but only the higher grade will be taken into account when calculating their cumulative grade point average. The potential impact on the grade point average can be significant. This can impact a variety of issues, including athletic eligibility, Bright Futures scholarship, and even acceptance into a college or university. Courses may be retaken through Summer School, adult education at a local high school, online, or through dual enrollment.

Horeb Christian School – Secondary Curriculum Guide

Advanced/Honor Courses

Advanced courses are offered for our middle school students for most core subjects. Honors courses are offered at most high school grade levels in the core academic areas. Admissions is based on a combination of previous subject-area grades, Stanford Achievement Test scores, and both teacher and administrative approval. Students who achieve a grade of 80% or higher in an Honors course receive a 1.0 GPA increase in their grade point average for that course.

Core subjects we currently offer include:

Advanced/Honors

- English
- History
- Science
- Math

Online Courses

Horeb Christian School encourages students to take advantage of the course offerings available through the Florida Virtual School program. Florida Virtual School is a free service offered by the State of Florida online. Course offerings are limited to a first-come, first served basis and possibly have a pre-requisite for the course. Courses follow the traditional 18 weeks per semester; however, a highly motivated student may be able to finish the course in a shorter period of time. This coursework is considered independent study and is not directly supervised by school personnel. All courses require prior approval from the Administration, and only specific courses will be allowed to count toward meeting graduation requirements for Horeb Christian School. It is the student's responsibility to register and enroll with Florida Virtual School through www.flvs.net. The following are the required steps for FLVS registration:

1. Student completes the application for Admissions online, Student Profile, Guardian Profile, Agreement with Academic Integrity Statement, Academic Profile, and Agreement of Code and Conduct.
2. Student requests course(s) online.
3. Parent/Guardian approves course(s) online.
4. School Administration approves course(s) online.

After a student has registered, they are assigned a classroom when space becomes available and then contacted by the teacher. At that point, they are activated in the course and can begin the coursework. When the student has completed the course, they must notify the School Administration so that a transcript can be printed and placed in his/her file.

Horeb Christian School – Secondary Curriculum Guide

Dual Enrollment

Horeb Christian School has academic partnership with Florida International University and Miami Dade College. These courses are available to a student in their junior and senior year. The student must have a 3.0 or higher cumulative unweighted grade point average. English and Math require a PSAT of 50, an SAT score of 500 on the appropriate section, or ACT score of 21 on the appropriate section. If a student has neither, they will need to take the College Placement Test (CPT) or other college placement test as required by the individual school. As with all online courses, courses require prior approval from the Administration, and only specific courses will be allowed to count toward meeting graduation requirements for Horeb Christian School. Most courses will not be listed on the student's high school transcript; therefore, students will need to send transcripts from their dual enrollment college or university when applying to college.

Athletic Eligibility

Athletic eligibility is determined at three different points throughout the school year. Fall eligibility is calculated in early August based on a student's cumulative grade point average, including all courses taken through the end of the summer. Students entering 7th and 9th grade are automatically eligible, while all other students are required to have a 2.0 cumulative grade point average. Eligibility is calculated again at the end of the first semester in January, where all students are required to meet a 2.0 cumulative grade point average. A final calculation is completed at the end of the school year, at which time ineligible students will be notified to provide them with an opportunity to enroll in Summer School to attempt to regain eligibility for the fall.

Transfer Credits

Horeb Christian School will recognize and classify transfer credits earned through traditional sources that are accredited by a recognized regional or state accrediting agency without further validation. Traditional programs are defined to be public or non-public comprehensive secondary and middle schools and vocational-technical institutions. HCS may also accept and classify transfer credits earned through alternative settings that are also accredited. In addition, HCS may accept credits from non-accredited schools when validated by examination or scholastic performance. HCS will not grant credit for tutoring or instruction provided by an individual acting privately. In addition, all grades in the core courses such as English, Math, Science, Social Studies, Foreign Language, and Computer must be a "C" (70%) or higher to be considered for transfer into HCS.

Horeb Christian School – Secondary Curriculum Guide

Stanford Achievement Test

The Stanford Achievement Test 10th Edition is given each spring to all 7th-11th grade students. This national-norm test is designed to measure what a student has learned and serves as an essential evaluation tool. The SAT scores are a key element used by Administration to place students in Advanced and Honors courses during the scheduling process. Scores are received at the start of the summer and typically mailed home with the final report card. Due to the importance of the SAT, there are no tests, quizzes, or homework given during the entire week of testing.

PSAT/ NMQST

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMQST) is a program co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). This standardized test provides first-hand practice for the SAT. It also gives students the opportunity to enter NMSC scholarship programs and gain access to college and career planning tools. The test measures skills in the areas of critical reading, math, problem-solving, and writing. Students in the 10th and 11th grade take the exam at school in October.

The most common reasons for taking the PSAT/NMQST are too:

- Receive feedback on a student's strengths and weaknesses on the skills necessary for college study. Students can then focus their preparation on those areas that would most benefit from additional study or practice.
- Enter the competition for scholarships from NMSC (Grade 11).
- Help prepare for the SAT. Students can become familiar with the types of questions and the exact directions they will see on the SAT.

SAT

The SAT is a globally recognized college admission test that lets students show colleges what they know and how well they can apply that knowledge. It tests their knowledge of reading, writing, and math, which are subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions. Students can take this test more than once, and may register online for the SAT tests at www.collegeboard.org

The following areas are tested on the SAT:

- Critical reading - includes reading passages and sentence completions.
- Writing - includes a short essay and multiple-choice questions on identifying errors and improving grammar and usage.
- Mathematics - includes questions on arithmetic operations, algebra, geometry, statistics, and probability.

Horeb Christian School – Secondary Curriculum Guide

PLAN

The PLAN assessment helps 10th graders build a solid foundation for future academic and career success while providing information needed to address schools' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. PLAN serves as the midpoint measure of academic progress.

ACT

The ACT test is a widely accepted college entrance exam. This test assesses high school students' general educational development and their ability to complete college-level work. Most students take the ACT during their junior or senior year of high school, and almost all colleges and universities use the ACT to make admission decisions. Students can take this test more than once, and may register online for the ACT test at www.act.org

The following areas are tested on the ACT:

- The multiple-choice tests cover four skill areas: English, Math, Reading, and Science.
- The Writing Test, which is optional, measures skills in planning and writing a short essay.

Guidelines for Fulfilling Community Service Requirements

1. Each student must complete twenty (20) hours of community service per academic year. Upon graduation, the diploma reflects not only academic achievement, but also eighty (80) hours of community service completed. Those students entering Horeb Christian School, beyond their freshman year, are still responsible for completing the eighty (80) hours of required community service before graduation.
2. During the third quarter, the guidance counselor together with Ms. Montes de Oca will remind the students of the community service hours deadline.
3. The "Service Requirement" forms are **due at the end of the third quarter**.
 - a. The students are to submit the community service forms to the guidance counselor who will keep a record of who has submitted their forms and supporting documentation. Community Service forms must be accurate and complete; forms must include all required documentation with the proper signatures and dates in order for students to receive credit for completing the community service hours.
4. It is the student's responsibility to fulfill this community service requirement.
5. It is advisable that activities to fulfill the 80-hour graduation requirement for community service be pre-approved by Mrs. Sanchez or Ms. Montes de Oca.

Horeb Christian School – Secondary Curriculum Guide

What is Considered Community Service?

The pre-approved activity must meet the following guidelines:

- It must be a service that benefits others.
- It must be a service that students are not required to do.
- It must be a service for which students are not paid or receive credit.
- The organization may not profit monetarily from the student's service.

Examples of what **IS** community service:

- Volunteering with a non-profit community service organization.
- Community service club activities (not meetings).
- Assisting at a Boys or Girls club.
- Helping at a hospital, convalescent home, or orphanage.
- Peer tutoring after school hours or on weekends.
- Weekend campus clean-up or beautification activities.
- Helping with a community team such as soccer or Little League (helping with sports events of younger children, refereeing, etc.).
- Volunteering with Habitat for Humanity, locally or abroad.
- Donating blood (2 hours of community service allowed and may be done during school hours if it is a school sponsored blood drive).
- Donating hair to an organization that makes wigs for cancer victims (2 hours of community service allowed).

Examples of what is **NOT** community service:

- Work often done by student aides, such as office, teacher, or library aides.
- Service performed for a profit-making organization.
- Work during regular school hours (Exceptions: School sponsored blood drives, unpaid poll worker or other pre-approved activities).
- Service done without obtaining prior approval from both parent/guardian and Mrs. Sanchez or Ms. Montes de Oca
- What would usually be considered normal extracurricular (or co-curricular) activities, such as sports and sports related activities (managers), cheerleading, or participating in school performance activities related to a class, HCS activities, etc.
- Working for an individual teacher (or teachers) such as grading papers.
- Service where the recipient is a family member of where a family member supervises the service.
- Related to a class, credit for a class, or the making of profit, defraying costs of trips, etc.
- Receiving payment for the service.
- Credit for the number of cans collected for a food drive, toys given, money collected, etc.

Horeb Christian School – Secondary Curriculum Guide

Records/Transcripts

All current students requesting transcripts must complete a Request for Records/Transcripts form available in the main office. All records/transcripts require at least 2 weeks to process.

Alumni must also complete a Request for Records/Transcripts form and attach payment in order for the request to be completed. There is a \$20 charge per college transcript. After the HCS office has received the student's request, please allow 2 weeks for processing.

Questions may be directed to Ms. Gloria Luciano at 305-557-6811 or gluciano@ibhoreb.org.

Middle School

The middle school operates on an seven-period schedule. Students are allowed to select from a variety of electives to complete two class periods. The grading scale, procedures for granting credit, and method of selection for advanced courses in middle school are similar to those outlined earlier for high school students.

Academic courses required:

- Bible
- English
- Math
- Science
- Social Studies
- Physical Education

5 Year Plan, Year-by-Year

Resource: www.facts.org

8th Grade

- ✓ Attend orientation at the end of the year to learn more about credits, credit hours and level of work, and time management skills necessary in order to be successful in high school.
- ✓ Choose desired electives for freshman year.
- ✓ Meet with guidance counselor to discuss specific academic needs or concerns.

9th Grade

- ✓ Check grades and status toward meeting requirements for graduation, Bright Futures scholarships, and state university admissions.
- ✓ Remember that extracurricular activities will also be part of your transcript and can be important for college entrance.
- ✓ Decide where you would like to do your community service hours. Twenty (20) hours are to be completed every year 9th-12th. Scholarships are available for community service.
- ✓ Look into possible careers and their individual education requirements.
- ✓ Become familiar with the graduation requirements as well as the Bright Futures scholarships and state university admission requirements.

Horeb Christian School – Secondary Curriculum Guide

- ✓ Take school work seriously because every high school year and every high school course counts and will affect your GPA.
- ✓ Schedule a time to meet with the guidance counselor.
- ✓ Try to take computer classes early in high school because it will help with future courses.
- ✓ Take a foreign language class. Two (2) credits are required in the same language to enter colleges or universities.

10th Grade

- ✓ Check grades and status towards meeting requirements.
- ✓ Meet with your guidance counselor about placement into advanced coursework.
- ✓ Register to take the PSAT test in October; it is the SAT practice test and the National Merit Scholarship qualifying test.
- ✓ Register to take the PLAN test in the fall, which is the ACT practice test.
- ✓ Get involved...explore clubs, sports, and organizations available at school. Future employers and schools like to see active students.
- ✓ Decide where you would like to do your community service hours. Twenty (20) hours are to be completed every year 9th-12th. Scholarships are available for community service.
- ✓ Take a foreign language class. Two (2) credits are required in the same language to enter colleges or universities.

11th Grade

- ✓ Check grades and status toward meeting requirements.
- ✓ Attend career and college fairs held at your high school or in the area.
- ✓ Participate in College visits when offered at school.
- ✓ Register for the SAT or ACT test; registration deadlines are usually a month before the test date. The tests are offered several times a year and can be re-taken.
- ✓ Try to take advanced coursework; some courses can earn college credit with certain test scores.
- ✓ Spend some time in the guidance office or on www.FACTS.org reading information about different options and financial aid availability. Speak with your parents about your future career goals.
- ✓ Be aware of deadlines and requirements for admission to schools you are considering.
- ✓ Narrow down your list of potential schools and contact them for an application and a new student information packet.
- ✓ Interested in an athletic scholarship? Talk to your coaches, contact the athletic departments of your favorite schools, or go to the NCAA website for more information.
- ✓ Plan visits to college campuses. Make appointments, especially if visiting during the summer.
- ✓ Decide where you would like to do your community service hours. Twenty (20) hours are to be completed every year 9th-12th. Meet with your guidance counselor.

Horeb Christian School – Secondary Curriculum Guide

12th Grade

- ✓ Check grades and status towards meeting requirements.
- ✓ Certain courses can earn college credit...know what scores you need.
- ✓ Register for the fall SAT or ACT by September.
- ✓ Apply for admission to your future school by October or November.
- ✓ In January, fill out the Free Application for Federal Student Aid (FAFSA) for federal aid and the Florida Financial Aid Application (FFAA) for state aid, including Bright Futures. Make sure you list the schools or colleges you applied to on the form.
- ✓ Wait for college admission decisions and financial aid award letters from the schools/colleges you applied to. Determine the college best meeting your personal academic goals and financial needs (financial aid packages vary from one school to another).
- ✓ Many schools have an early May decision deadline to accept or decline applicants.
- ✓ If your top university or college choices are not available, work with the guidance counselor to find colleges and universities with openings.
- ✓ When you make a decision, advise the other colleges you applied to. This frees up places and possible financial aid for other students.
- ✓ After acceptance, be aware there may still be things to do such as arranging for final transcripts to be sent, housing applications, and immunizations.
- ✓ Don't slack off! All senior year courses are considered and admission offers can be rescinded for poor performance.
- ✓ Complete last twenty (20) hours of community service.

College Planning and Guidance

School Identification Number

Horeb's School Identification Number is **100670**. This number has been assigned by the College Board and should be used on all applications, scholarships, and college entrance exams (SAT and ACT).

Department of Guidance and Counseling

The role of the Department of Guidance and Counseling is to assist the student's personal and academic needs. The counseling program is designed to provide direction toward the achievement of the student's future goals and objectives.

Personal Counseling and Support

- Personal Counseling
- Peer Relationships
- Social Skills
- Personal Conflicts

Horeb Christian School – Secondary Curriculum Guide

Academic Counseling

- Student Curriculum Advisement
- Schedule Advisement
- Tutoring Referrals

Career Counseling

- Career Awareness Surveys
- Interpretation of Surveys
- Junior College Packets
- College Visits
- College Videos
- College Application Process
- College Recommendations
- Scholarship Information
- Financial Aid Information

Preparing for College

When to apply? **Where** to apply? **How** to apply? **What** about scholarships and tuition costs? The questions are overwhelming, but the resources for addressing each question are available. There are numerous books and resource guides about college preparation.

Determine why you want to go to college. It is a good idea for the student to contact the colleges of choice two years prior to planning admissions.

To Do List

- ✓ Have a 5-year plan.
- ✓ Prepare to have official transcripts for college admission.
- ✓ Register and take PSAT, SAT, PLAN, and ACT tests.
- ✓ Take challenging courses, and most of all- keep your grades up!
- ✓ Visit colleges early.
- ✓ Know the college admissions process and requirements of each.
- ✓ Dual enroll in one or more classes during your senior year.
- ✓ Practice writing good essays.
- ✓ Investigate the various types of financial aid scholarships.
- ✓ Apply for financial aid early.
- ✓ Choose colleges that meet your social and academic requirements.
- ✓ Interview graduates who have attended your college of choice.
- ✓ Read and research- review www.ctcl.org and other sites.

A good college search begins with a self-assessment and ends with a greater self-awareness. The process of discovering who you are, your likes and dislikes, strengths and weaknesses,

Horeb Christian School – Secondary Curriculum Guide

and your goals and dreams are infinitely important. Avoid making a quick decision or following the easiest path. Keep all avenues and options open. Be flexible. Explore all possibilities. Know what you expect from a college, as well as why you want to go to a particular college. There are several books to help you in the selection process.

Campus Visit

Visit colleges to see what academic opportunities are available to you. Observe the “atmosphere” of the college. The more experience you have during a campus visit, the more likely it is that you will make an informed decision about a particular college.

Things to remember:

- ✓ Write or telephone in advance of your visit.
- ✓ Make arrangements for an interview with the admissions staff.
- ✓ Ask for a campus tour- try and sit-in on a few classes.
- ✓ Be on time, dress appropriately.
- ✓ Have a list of questions or concerns you may have.
- ✓ Read the catalog ahead of time- be prepared!
- ✓ Talk to attending students.
- ✓ Have lunch in the cafeteria and visit the dorms.
- ✓ Know the admissions process.
- ✓ Have an academic resume ready.

College Admissions Process

The College Admission Process is not the same for all colleges. All candidates, however, will go through an academic process. These are some of the basic admission steps:

All colleges require:

- ✓ Candidates to complete an application form.
- ✓ A copy of a student’s official high school transcript.
- ✓ An official high school diploma.

Most colleges require:

- ✓ Some form of entrance exam.
- ✓ ACT and/or SAT testing.
- ✓ Three or more recommendations.
- ✓ A personal statement or essay.

Some colleges require:

Horeb Christian School – Secondary Curriculum Guide

- ✓ Candidates to specify the academic degree they plan to pursue.
- ✓ Candidates to submit an academic resume.
- ✓ SAT II testing in math and science.

Academic Résumé

All colleges require an official transcript and diploma. In addition, students are sometimes asked to submit an “academic” résumé. It can be written or verbal. Colleges are looking for leadership qualities, innovation and self-motivation, an outstanding student profile, and strong references. An academic résumé is a snapshot or fact sheet about you. Know what you want to say about yourself. It is similar to a personal job application, presenting your unique qualifications to the college admissions board. Even if a college does not require an academic résumé, it has proven to be an excellent tool. A good academic résumé should include these elements:

- Heading- who you are, where you live, email, and phone number.
- Summary- describing a few personal attributes, experiences, expertise in an area, leadership qualities.
- Education- what schools you have attended or any dual enrollment courses taken.
- Expected graduation date.
- SAT, ACT scores.
- Extracurricular activities.
- Special courses.
- Gifts and talents.
- Awards, honors, and achievements.
- Work experience history.
- Volunteer or community service experience.
- Proven leadership roles.
- Interests
- Goals
- References

Horeb Christian School – Secondary Curriculum Guide

Sample of an Academic Résumé

BETHANY S. PETERS

3898 Flower Avenue
Binghamton, NY 13902
(607) 794-5432

EDUCATION

Union Endicott High School, Endicott, NY
Regents Diploma expected June 2002
GPA- 94.12%

LEADERSHIP

Union Endicott High School

Foreign Student Coordinator

- Initiated social functions to help acclimate foreign students to American culture

Friend to Friend Program

- Started successful membership program between high school students and fifth graders

NCSY (National Conference of Synagogue Youth)

National Vice President of Education

- Planned and followed through with educational programs for 10,000 participants

Regional Vice President of Junior NYSY

- Arranged events and weekend conventions for 125 members

EMPLOYMENT

Press & Sun-Bulletin, Columnist, Reporter, Binghamton, NY (Summer 2000)

- Wrote column in Binghamton, NY newspaper addressing concerns of teens
- Researched topics and wrote articles on teen interests including how to deal with grief

COMMUNITY SERVICE

Binghamton General Hospital, Binghamton, NY

- Contributed 500+ hours in pediatrics, orthopedics, respiratory, radiology, surgical, ER
- Hypothesized on future market situations.
- Gained overview of investment diversification by managing simulated portfolio.

Clayton Avenue Elementary School, Teachers Aid, Vestal, NY

- Assisted teacher by providing instruction to groups and one-on-one.

Worked in community agencies: Volunteers of America and Salvation Army soup kitchen

SKILLS

- Proficient in Hebrew and French
- Working knowledge of Russian and Spanish
- Computer Literate

REFERENCES AVAILABLE UPON REQUEST

taken from: <http://resume574.blog.fc2.com/blog-date-201209.html>

Horeb Christian School – Secondary Curriculum Guide

Florida Bright Futures Scholarship Program

The Bright Futures Program rewards the state’s highest achieving and hardest working high school graduates. Through Bright Futures, 75-100% of tuition is paid for a qualified high school graduate who enters a Florida university, community college, or certified vocational/technical program.

There are two (2) scholarship types with different criteria for which Horeb Christian School students are eligible. The guidance counselor has specific information on the eligibility criteria, including which course must be taken to qualify.

Florida Academic Scholars

- 100% tuition
- 16 college prep credits
 - 4 English (3 with writing)
 - 4 Mathematics (Algebra I and above)
 - 3 Natural Sciences (2 with lab)
 - 3 Social Sciences
 - 2 Foreign Language (in same language)
- 3.5 weighted GPA
- 1270 SAT / 28 ACT
- 100 hours of community service

Florida Medallion Scholars

- 75% tuition
- 16 college prep credits
 - 4 English (3 with writing)
 - 4 Mathematics (Algebra I and above)
 - 3 Natural Sciences (2 with lab)
 - 3 Social Sciences
 - 2 Foreign Language (in same language)
- 3.0 weighted GPA
- 970 SAT/ 20 ACT
- 75 hours of community service

For additional information: www.floridastudentfinancialaid.org

Financial Aid

College is a huge financial investment for students and their families. Financial aid may be available to any student, regardless of the parent’s financial status. It is important to investigate and understand the different types and sources of aid available, as early as the fall of the student’s junior year. One of the most valuable web sites for information about scholarships and federal aid opportunities is www.studentaid.ed.gov.

Horeb Christian School – Secondary Curriculum Guide

Do your research, know what your options are, and apply early. **Do not wait** until your senior year. Most colleges offer a variety of financial options. Remember, that if a college admits you- they want you, and will be willing to work with you! 80% of financial aid comes from the federal programs and all of it is available through the college financial aid office. The Department of Education publishes a yearly Student Guide. This guide describes all of the federal financial aid programs. It also details when, where, and how to apply. You can download a free Student Guide Book and the FAFSA application at www.ed.gov.

To prepare to apply for federal student aid, be sure to get a PIN at www.pin.ed.gov. This will enable you to complete your financial aid application and access your information online. The student and one parent must obtain a PIN.

In early January of the senior year, with the completion of taxes, students should register with FAFSA (free application for federal student aid). The FAFSA application can be completed online at www.fafsa.ed.gov.

College Scholarship Information Websites

Most student aid comes in the form of federal education loans and grants from colleges. However, scholarships, which do not have to be paid back receive a huge amount of attention from students and their families. If you decide to invest your time in a search for scholarships, it is important to have an organized system to find, apply for, and be awarded scholarship money. It is also best to start early. The following sites will help start your search:

www.fastweb.com

www.schoolsoup.com

www.finaid.org

Horeb Christian School – Secondary Curriculum Guide

English 3 / Honors 1001360 / 1001380 Credit: 1

The purpose of this course is to provide students with integrated language arts study in reading, writing, speaking, listening, language, and literature in preparation for college and career readiness.

English 4 / Honors 1001390 / 1001410 Credit: 1

This course provides integrated educational experiences in reading, writing, listening, speaking, language, and literature. *British Literature* discusses literature selections and cultural issues from eight literary periods in light of Scripture: Old English, Middle English, Tudor, Stuart, Neoclassical, Romantic, Victorian, and Modern. The literature collection traces English Christianity from its beginning to the present and studies Shakespeare's drama, *Macbeth*. The student will analyze different genres of literature through the use of novels, dramas, short stories, and poetry.

Supplemental English Text:

English Grammar and Writing

The textbook used is *Prentice Hall Writing Coach*. This is a digitally driven grammar and writing program that assists students in becoming independent writers.

Yearbook 1006340 Credit: 1

Students will be responsible for documenting all of the school events in the corresponding year. They must learn to be efficient, organized, creative, and consistent. This course presents students with an opportunity to develop skills including research, interviewing, reporting, writing, photography, layout design, computer graphics, advertising, and sales.

Algebra I / Honors 1200310 / 1200320 Credit: 1

This course presents algebra topics in a logical order with detailed examples to promote student comprehension. Numeric and algebraic expressions are simplified before solving and graphing linear equations, inequalities, and their systems. Polynomials, rational expressions, radicals, and solving rational and quadratic equations are also covered.

Geometry / Honors 1206310 / 1206320 Credit: 1

This course requires the students to prove theorems. Different colors and shadings are used to distinguish among postulates, definitions, theorems, and constructions. Exercises seek to develop problem-solving skills and reinforce the geometry concepts covered.

Algebra 2 / Honors 1200330 / 1200340 Credit: 1

This course provides a review of basic algebraic functions and extends the student's skills in graphing and solving equations. Students are introduced to exponential functions, logarithms, and trigonometry. The course also presents more advanced topics such as complex numbers, rational expressions and equations, conic sections, and probability and statistics.

Algebra & Trigonometry for College Readiness Credit: 1

This course is designed to prepare the student for college-level mathematics. It meets the needs of those students who have completed Algebra 2 but require another year of

Horeb Christian School – Secondary Curriculum Guide

Introduction to Computer Science 0200300 Credit: 1
Computer science prepares all students to be active and informed contributors to our increasingly technological society whether they pursue careers in technology or not.

Spanish 1 0709300 Credit: 1
This course introduces students to beginner Spanish. It provides basic grammatical structures and conjugation of common verbs in the present, past, and imperfect tenses. Students will learn how to ask and answer questions in Spanish, give and follow directions, purchase items, and make small talk.

Spanish 2 0709310 Credit: 1
In this course, students learn to communicate comfortably at an intermediate level with Spanish-speaking people in various settings. Grammar, pronunciation, writing, listening, verb tenses, and moods are emphasized in a variety of exercises and Spanish dialogues.

French 1 0701320 Credit: 1
This course introduces students to the fundamental elements of the French language. Pronunciation, vocabulary, and basic grammar structures are explained and illustrated through provided dialogues.

French 2 0701330 Credit: 1
In this course, students build on the foundation laid in French 1 while strengthening comprehension of the spoken and written language. Students will develop linguistic survival skills with an expansion of vocabulary and reading skills. The course will also expose students to French literature.

Life Management 0800300 Credit: 0.5
The purpose of this course is to produce health literate students that make sound decisions and take positive actions for healthy and effective lifestyles.

Personal Fitness 1501300 Credit: 0.5
This course provides the students with an understanding of the basic needs of the human body. The course helps guide students in the development and conduct of leisure and movement- related activities based on the needs, interest, and inherent capacities of individuals in today's society. Major topics include aerobics, basketball, football, soccer, physical fitness, softball, and weight training.

Team Sports S1 1503350 Credit: 0.5
In this course, students gain advantages of participation in and appreciation for sports and fitness activities. The student athlete also benefits from this course by maintaining their level of fitness throughout the off-season. Students have the opportunity for playful competition in which outcomes are determined by combinations of physical skills, strategy, and chance.

Horeb Christian School – Secondary Curriculum Guide

Team Sports S2 1503360 Credit: 0.5

In this course, students participate in a variety of sports and other fitness activities. The student athlete also benefits from this course by maintaining their level of fitness throughout the off-season. Students learn the value of sportsmanship and playing by the rules. Students are provided with the opportunity to develop the knowledge, skills, and appreciation for an active lifestyle.

Art 101 0101300 Credit: 1

This course introduces the beginning artist to various techniques of creating artworks in the three main areas of drawing, painting, and sculpture. Time is also devoted to the famous artists who developed those mediums extensively.

Musical Theater 1301300 Credit: 1

This course provides students with a basic background in theater, singing, and acting. It guides students to acquire an appreciation for drama, play and production, and introduces them to basic acting and singing exercises. Students are required to have some role in the secondary musical productions either on or off stage.

Dance Credit: 1

This course will offer students basic movement instruction in a variety of dance forms while developing strength and flexibility to facilitate expression through body movement. This course will allow students to develop a solid foundation grounded in proper form, muscular strength, and coordination.

Introduction to Computers 0200310 Credit: 0.5

In this course, students will be given experience in several applications including graphing, database, spreadsheet, multimedia, and desktop publishing.

SAT/ACT Preparation 1700370 Credit: 0.5

This course provides students with effective SAT/ACT test taking strategies, to help students achieve personal goals on college entrance assessments.

Teacher's Aide 0500500 Credit: 1

This course is designed to give the student an opportunity to function in a work environment. It is designed to allow for beginning development of work and business skills and ethics. This is accomplished through assisting a teacher in daily routine and management activities.

Florida Virtual School Lab Credit: 1

Students have the opportunity to choose an elective course that is offered by Florida Virtual School (www.flvs.net) and take the elective course online in a computer lab setting.

Keyboard 1 1301360 Credit: 1

Students build fundamental piano techniques while learning to read music, acquire and apply knowledge of basic music theory, and explore the role of keyboard music in history and culture.