



FRESHMAN HANDBOOK

& COLLEGE PLANNING

Class of 2025

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Table of Contents

Welcome Letter	3
Calendar of Events	4-5
Freshman Serve Day	
High School Awards Day	
Graduation Requirements & Diplomas	6-9
Standard College Preparatory Track	
Advanced Diploma Track	
Valedictorian and Salutatorian	
Career Counseling Center	10
Services Available	
Academic Advising	
Post-Secondary Options	11
Naviance	12
Admission Testing	13-15
Scholastic Assessment Test (SAT/CollegeBoard)	
SAT Subject Tests	
ACT Test	
ASVAB	
Commonly Used Terms	16-17
Student Athlete & NCAA/NAIA Eligibility Center	18



Welcome!

To the Class of 2025,

Your freshman year will be filled with great opportunities and challenging academic classes. We hope the next months are exciting, fun and fulfilling! Please keep the following in mind:

- Stay focused on academics. We know you are busy with extracurricular activities and outside jobs, but you must keep your schoolwork your priority! Your GPA counts!
- If you are not already, get used to keeping an accurate calendar or planner. You will need to keep track of many things, such as testing dates (PSAT, ASVAB, ACT, etc.).
- You should begin to think about some ideas regarding what you are going to do after you graduate and explore those choices. Remember you can explore a university, community college, apprenticeship, or the military.
- Talk to relatives, job shadow someone in a position you have an interest in, research careers on the internet and ask Mrs. Camp or Mrs. Howard for assistance.
- Continue to develop your hobbies and interests.

This packet is intended to help guide you and your family through some important aspects of your junior year. Please read through the entire packet. There is a lot of important information included, but try not to get overwhelmed. We are here to help you with any questions you may have or any additional information you may need.

Your high school career is just beginning, but we cannot overemphasize the importance of a great start to ensure your continued success and achievements during this year! Let's work together to make your freshman year a successful one!

Mrs. Taggart
Principal

Mr. Guice
Assistant Principal

Mrs. Camp
Counselor

Mrs. Howard
College Counselor

Mrs. Dickson, Mrs. Grubb, Mrs. Montgomery
Freshman Class Sponsors



Calendar of Events

Mark your calendars for these important upcoming events for Freshman and Parents:

August 5	Freshman Parent Night Meeting	Dec. 11	National ACT Date
August 16	NAIA/NCAA Parent Athlete Night	Dec. 14-17	Exams
August 28	National SAT Date		
		Feb. 9-11	ACT Prep on Campus
Sept. 8-10	ACT Prep on Campus	Feb. 12	National ACT Date
Sept. 11	National ACT Date	Feb. TBD	Montala Pageant
Sept. 13	Junior League College & Career Night		
		March 8	School Day ACT @ ACA
Oct. 2	National SAT Date	March 12	National SAT Date
Oct. 4	College (& Career) Fair at ACA	March 30-1	ACT Prep on Campus
Oct. 5	Fall School Day ACT		
Oct. 20-22	ACT Prep on Campus	April 2	National ACT Date
Oct. 22	Homecoming Football Game	April 13	School Day SAT @ ACA
Oct. 23	National ACT Date		
Oct. 26	School Day PSAT	May 1-13	AP Exams
		May 7	National SAT Date
Nov. 6	National SAT Date	May 12	High School Awards Day
Nov. TBD	Freshman Serve Day	May 19	Last Day of School
Dec. 4	National SAT Date		
Dec. 8-10	ACT Prep on Campus		



Freshman Year Events

Freshman Serve Day

This year, the date for the Freshman Serve Day is still to be determined. Freshman will be off-campus with their Homeroom teacher serving in our community. More information will be sent closer to the date. (This is going to depend on the local COVID restrictions and regulations at the time of the trip). Parents will be asked to complete a Google form before their child can leave campus to give permission for travel and activities off-campus. Without permission, students will not be allowed to go.

High School Awards Day

HS Awards Day is on Thursday, May 12th. Academic awards will be presented at this time. Students receiving awards are asked to dress in church appropriate clothing (following ACA's dress code). Emails will be sent the week prior to awards day to let you know if your child will receive an award.

Freshman Year College Planning Checklist

The following has been devised as a checklist to give you a basic outline of working through the college admissions process:

Work with your counselor to choose a schedule that fits your academic level and interests

Get involved in extracurricular activities (both at school and off-campus)

Get a good start with your grades because it will now affect your GPA! Grades now really do count and can affect college scholarships and admissions!

Explore your interests and possible careers! Start thinking about various careers you might be interested in.

Build your credentials! Start working on your resume and keep track of all your awards and accomplishments!

Summer - volunteer, get a job, or sign up for an enrichment program to improve your resume!



Graduation Requirements & Diplomas

Academic Advising Procedures

Mrs. Camp and Mrs. Howard review each student's transcript to ensure they are on track to graduate. They both are happy to discuss academic or social concerns at any time. If you need an appointment to see Mrs. Camp, please send her an email and she will get with you as quickly as possible.

Grade Point Average

When filling out college applications, one of the first questions you will need to answer is your Grade Point Average (GPA). Many colleges and scholarship programs prefer to look at unweighted grade point averages. We can provide you with both your unweighted and weighted GPA. Rarely, some applications may ask for your class rank. Please note that ACA does not give out class rank because this can fluctuate during the school year. We will let you know if you are in the top 5%, 10%, etc.

Course Grade	A	B	C	D	F
Regular Course	4.0	3.0	2.0	1.0	0
Honors Course	4.5	3.5	2.5	1.5	
Dual Enrollment Course	5.0	4.0	3.0	2.0	
AP Course	6.0	4.5	3.0	2.0	

Graduation Requirements

Students attending ACA from grade 9 through 12 must earn 27 units of credit to graduate and receive a Standard or Advanced Diploma. ONLY units of credit earned in grades 9 – 12 apply toward graduation requirements. When counting units of credit for graduation, each semester of work passed will be counted as $\frac{1}{2}$ unit. For example, if students pass first semester Spanish, but never pass second semester Spanish, they earn $\frac{1}{2}$ unit of credit in Spanish toward graduation. **Whether receiving a Standard or Advanced Diploma, all seniors MUST have taken the Scholastic Aptitude Test (SAT) or the ACT twice (or once each) and have had their scores reported directly to ACA in order to graduate.** Finally, it should be noted that all accounts MUST be cleared and paid in full before seniors will be permitted to participate in graduation exercises and have their diplomas mailed.



Requirements for a Standard Diploma

4 units Bible – one for each year enrolled at ACA (includes Bible/Chorus and dual enrollment course)

4 units English

- 1 unit 9th Grade English or Honors English
- 1 unit 10th Grade English or Honors English
- 1 unit 11th Grade English or Dual Enrollment Composition I & II
- 1 unit 12th Grade English or Dual Enrollment Literature I & II

4 units Mathematics – one math course must be successfully completed each year enrolled at ACA

1 unit Algebra I–

Algebra I taken in the 8th grade earns one unit of credit which is included in the high school GPA and satisfies the Algebra I requirement. Students taking Algebra 1 in the 8th grade must still successfully complete a math course each year enrolled at ACA in grades 9 – 12. The Algebra IA and Algebra IB combination completed in the 9th and 10th grades will satisfy the Algebra I requirement and will count as 2 of the 4 required math units.

1 unit Geometry

1 unit Algebra II

1 additional unit – For students who do not complete the Algebra IA and Algebra IB combination, the additional required unit MUST be selected from Finite Math, Precalculus with Trigonometry, Calculus, Advanced Placement Calculus, and Dual Enrollment Finite Math.

4 units Science:

- 1 unit Biology or Honors Biology
- 1 unit Chemistry or Honors Chemistry
- 2 additional units must be selected from Physical Science (limited to those who took the course in 9th grade), Anatomy & Physiology, Biomedical Science, Advanced Placement Biology, Environmental Science and Physics.

4 units Social Studies:

- 1 unit World History or AP World History – 9th grade
- 1 unit U.S. History & Geography OR AP European History – 10th grade
- 1 unit U.S. History & Geography OR AP U.S. History – 11th grade
- ½ unit American Government OR AP American Government – 12th grade
- ½ unit Economics or Honors Economics – 12th grade

1 unit Physical Education – Beginning with the 2014-15 school year, participation in fall marching band for two semesters may be substituted for Physical Education. Students must participate in marching band for two fall semesters to earn the full unit of Physical Education. Spring semesters of concert band do not count toward this requirement.

½ unit Health

½ unit Intermediate Technology or Communications

4 units Electives – A list of electives is available through the guidance office. (Additional core courses may be taken as electives.)



Requirements for an Advanced Diploma

4 units Bible – one for each year enrolled at ACA (includes Bible/Chorus and dual enrollment course choices)

4 units English

- 1 unit 9th Grade English or Honors English
- 1 unit 10th Grade English or Honors English
- 1 unit 11th Grade English or Dual Enrollment Composition I & II
- 1 unit 12th Grade English or Dual Enrollment Literature I & II

4 units Mathematics – one math course must be successfully completed each year enrolled at ACA

- 1 unit Algebra I - Algebra I taken in the 8th grade earns one unit of credit, which is included in the high school GPA and satisfies the Algebra I requirement. Students taking Algebra 1 in the 8th grade must still successfully complete a math course each year enrolled at ACA.
- 1 unit Geometry
- 1 unit of Algebra II
- 1 unit of Precalculus with Trigonometry

NOTE: The Algebra IA and Algebra IB combination do NOT count toward an Advanced Diploma.

4 units Science:

- 1 unit Biology
- 1 unit Chemistry
- 2 additional units must be selected from Physical Science (limited to those who took the course in 9th grade), Anatomy & Physiology, Biomedical Science, Advanced Placement Biology, Environmental Science and Physics. (**This only applies to the 2019 Senior Class since Medical Anatomy is no longer an option.)

4 units of Social Studies:

- 1 unit World History or AP World History – 9th grade
- 1 unit U.S. History & Geography OR AP European History – 10th grade
- 1 unit U.S. History & Geography OR AP U.S. History – 11th grade
- ½ unit American Government OR AP American Government – 12th grade
- ½ unit Economics or Honors Economics – 12th grade

1 unit Physical Education (see Standard Diploma Requirements)

½ unit Health

½ unit Intermediate Technology or Communications

2 units Foreign Language (must be the same language)

2 units Electives – A list of electives is available through the guidance office. (Additional core courses may be taken as electives.)

Advanced diplomas are awarded to students completing required work AND maintaining a 3.00 academic GPA. If students have more AP/Dual Enrollment classes, they can count as an honors credit. However, honors credits cannot count as one of the AP/Dual Enrollment class credits. Graduating seniors receiving advanced diplomas are awarded white honor cords.



Valedictorian and Salutatorian

For the purpose of calculating GPA for Valedictorian and Salutatorian the core GPA will be used. Core GPA is calculated by using grades from the five core classes - Bible, English, Math, Science and Social Studies - from 9th - 12th grades only for a total of 20 credits. AP, Dual Enrollment and Honors classes are weighted in this calculation. In case of a tie, high school credits earned in the 8th grade will be used to break the tie. If a tie still exists, the students will be co-valedictorians or co-salutatorians.

A transfer student's total number of quality points cannot exceed the total number of quality points possible for ACA students.

The Valedictorian and Salutatorian give an address at the Commencement Exercises. All speeches are subject to administrative approval



Career & College Counseling Center

Students are encouraged to meet with Mrs. Howard before or after school or by requesting an appointment by email. She is on campus Monday through Friday from 7:30 a.m. - 4:00 p.m.

Services available through the counseling center with Mrs. Howard:

- Self-discovery assessments to identify interests, abilities, and career values (ASVAB)
- Career and College Information
- Opportunities for part-time employment, full-time employment, and volunteer opportunities
- Assistance in finding college/university or other educational programs
- Scholarship assistance
- Sending transcripts to colleges and universities
- Naviance Login Information and Basic Training

Academic Advising services:

- Questions about future classes and courses to choose
- Obtaining GPA
- Ensuring athletic eligibility through the NAIA and NCAA



Post-Secondary Options

Post-secondary is any education option after high school. Options may include: two-year college, four-year college or university, independent private schools, the military, apprenticeships, or beginning the work force.

Four-Year College

Four-year universities generally have certain academic requirements for entry. These universities are typically larger in size with a higher teacher-to-student ratio. At four year colleges, you can obtain a bachelor's, master's, specialists, or doctoral degree.

Two-Year College

Community and Junior Colleges offer two-year associate degrees. They are usually easier to get into than most colleges and universities and are generally less expensive. Most students will receive an associates degree upon graduation at a community college.

Private Colleges

Community and Junior Colleges offer two-year associate degrees. They are usually easier to get into than most colleges and universities and are generally less expensive.

Technical/Trade Institutions

A trade school (also known as a technical school) is a postsecondary educational institution designed to train students for a specific job in a skilled trade career. Most importantly, a trade school offers hands-on training to prepare students for actual work in their chosen field. Trade school programs are entirely concentrated on relevant job training. Although each program is unique, most programs take anywhere from a few months to a year. Some more specialized types of training programs can last anywhere from one to two years. The length of schooling to gain entry-level technical skills is usually under one year.

Military Service

There are six military service branches, each with their own active-duty and part-time components. According to todaysmilitary.com, "Each varies in service commitment, location, and how its members contribute to the overall mission of protecting our country, though all components are on the same rank-based pay scale." The branches of service are: Army, Marine Corps, Navy, Air Force, Space Force, and the Coast Guard.

Apprenticeship

Paid on the job training. Apprenticeships bridge the gap between school and the world of work. An apprenticeship is a way to learn a skilled trade through structured on-the-job training, and get paid while you do so.

The Work Force

Joining the workforce is generally a phrase used to describe someone who chooses to begin employment in some capacity, instead of going to college or joining the military. Students may choose to do this temporarily or long term. Those who choose to take a year off after high school may hear the term "gap year," meaning the student is taking a break from school to work, do some form of ministry, just figure out what they want to do, etc.



Naviance

Students will be meeting with Mrs. Howard to receive their login information for Naviance. This program will be used heavily in our upper school to help navigate their paths to life after high school. Naviance is a comprehensive 6-12 college and career readiness solution that helps districts and schools align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life.

According to company officials, Naviance is used by about 40 percent of high school students in the United States. That reach gives the product an outsized role in the college admissions process (2019). Naviance is a web-based college, career planning, and advising program for students and parents. Students are able to see a calendar full of college admissions counselors that will be on campus at ACA, local scholarship opportunities, and other web resources for college and career information.

A Few Resources Through Naviance:

- Self-Assessments (interest inventories and skills assessments)
- Resume Builder
- Goal Tracker
- Send Transcripts and Letters of Recommendation Requests
- College Information and Supermatch Tool based on their profile (interests, test scores, etc)
- Career clusters (education required, knowledge and skills, wages across the country, tasks and activities for those in the field)
- SEVEN Full ACT Tests Prep Courses

CEEB Code: 011869

(Students will be asked to supply this code throughout the college search and application process.)



College Admission & Military Entrance Testing

Below is a recommended College and Career Testing Timeline:

Sophomore Year: Fall - PSAT (used to determine National Merit Winners); Spring: ACT/SAT, and ASVAB

Junior Year: Fall - PSAT, ACT/SAT; Spring: ACT/SAT and ASVAB (if not taken sophomore year)

Senior Year: Fall - ACT/SAT

Alabama Christian Academy requests that students apply to at least THREE colleges they are interested in during their senior year. This will allow for students to compare universities in regards to cost, location, campus involvement, etc. It is highly recommended that one of those schools be a “safety” school. A safety school is one in which your academic credentials exceed those of the average accepted student. Meaning, there is a high probability that you will be admitted (though it’s important to recognize that nothing is certain).

ACT

The ACT is a standardized test used for college admissions in the United States. There is a writing portion for the ACT. It is an essay that measures writing skills taught in high school English classes and entry level college composition courses. The writing portion is **optional** at most colleges. Please check to see what your desired college has for requirements. The ACT consists of four sections of multiple choice questions in the following subject areas: English, Mathematics, Reading, and Science. The ACT scale goes up to a 36, being a perfect score. The test without the essay is 3 hours and 30 minutes (with breaks), with the essay is just over 4 hours with breaks.

All students are required to take the ACT test **two times** before graduating from Alabama Christian Academy. Students may take it as often as they want to but at least twice. There will be two ACTs offered on campus at ACA each school year, once in the fall and another in the spring. These tests are approximately \$55 and will be charged to the student’s account if they choose to sign up. The spots will be first-come first-serve started with the seniors and working down to the sophomores. We recommend students complete geometry before taking the ACT so they will be familiar with the questions for math on the test.

In addition to the two school day ACT tests that will be held on campus, there are National tests scheduled almost every month. Those test dates are posted on the calendar in the front of this packet and also posted on their website: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>. If you or your child need assistance with registration for a National test, please contact Mrs. Howard and she will be happy to help! Registration takes about 30 minutes. (Students will just need to get your debit card



information, if they don't have their own, to pay for the test). ACT Prep textbooks are also available at registration and cost around \$35 (it is also available on Amazon).

ACT Prep courses will be offered on campus at ACA for FREE ONLY for those signed up to take the upcoming National ACT. All National tests are offered on Saturdays and our ACT Prep course will take place the Wednesday, Thursday, and Friday leading up to the Saturday test date. If you would like your child to complete the ACT Prep course, ACA needs a copy of the testing registration to confirm their "ticket" for Prep. This course will be first-come first-serve as we only have a certain number of spots available, so the sooner you register, the better chance you'll get into the prep course. The Official ACT Prep Guide book is required for the prep course at ACA (at the expense of the student).

SAT

ACA offers the SAT test on campus once each year, typically in October. The SAT is a multiple choice test created and administered by the College Board. The purpose of the SAT is to measure a high school student's readiness for college, and provide colleges with one common data point that can be used to compare all applicants. There are two sections of the SAT - Math and Evidence-Based Reading and Writing. Some students perform better on the SAT over the ACT (or the opposite) so testing both can be extremely beneficial. Overall, the higher you score on the SAT and/or ACT, the more options for attending and paying for college will be available to you. The SAT is scored on a 200 to 800 point scale. Your total SAT score is the sum of the two section scores. The highest possible SAT score is 1600. If you choose to take the **optional** essay, you will receive a separate score. The test without the essay is 3 hours, with the essay is 3 hours and 50 minutes.

Most colleges will accept scores from both the ACT and the SAT. There is not necessarily a better test over the other, but it would be helpful to take both just to see if you score higher on one over the other. In addition to the one school day SAT we will host at ACA, there are National SAT dates almost monthly. If you or your child would like help registering for the SAT, please contact Mrs. Howard.

PSAT

The PSAT is another form of assessment used for students to be considered for a National Merit Scholarship. You must also satisfy high academic standards and other requirements, but if you earn a qualifying score to enter the National Merit Scholarship Program, you could compete for national recognition and college scholarships. This test is taken by students in the 11th grade. If students choose to take the PSAT their sophomore year, it is strictly a practice test. The scores will NOT count towards Merit scholarships. If your scores are high enough your junior year, you can qualify for a National Merit commendation and/or



scholarship. The score range for the PSAT is anywhere from 320-1600. PSAT scores between 950 and 1060 are above the national average and that will put you in the top 50% of test takers.

ASVAB

The ASVAB test is a timed, multi-aptitude test, which is given at more than 14,000 scrolls and Military Entrance Processing Stations (MEPS) nationwide. The Armed Services Vocational Aptitude Battery is your ticket to a great United States military career. This test is developed and maintained by the Department of Defense. This assessment helps to determine which branch every individual would be best for and even what military jobs you can hold after you finish basic training or boot camp. The better your ASVAB score, the broader your options. We will host an ASVAB on campus for those interested once a year. If your child is interested in taking the ASVAB an additional time, please contact Mrs. Howard and she will get a recruiter to come to campus and give your child another test. (This may happen at a military career center if they cannot come to our campus, but Mrs. Howard can help get this set up). This test can be used as an entrance exam for all branches of the military: Army, Marines, Navy, Air Force, National Guard, and Coast Guard. This test will be given to the sophomore class every spring.



Commonly Used Terms

You may see some terms while filling out applications and scholarships that you do not understand. Below are a few with a description of each. If you have any additional questions about specific terms on your applications or scholarships, please feel free to reach out to Mrs. Howard.

CEEB or College Board Code

The College Board assigns a code to every high school in the nation to identify schools. The CEEB for Alabama Christian Academy is **011869**. This will be asked on applications and testing registration sites ALL the time! Try to remember it :)

Degrees/Certifications

Certification - earned after completing a short series of courses for a particular skill competency.

Associate's Degree - earned after what is usually two years at a community or junior college.

Bachelor's Degree - earned after what is usually four years at a university or four years at a college.

Master's Degree - earned after what is usually two years of post-bachelor's degree study.

Doctorate Degree - earned after what is usually 2-4 years of post-master's degree study.

GPA or Grade Point Average (can be weighted or unweighted)

This is the cumulative average of ALL of a student's grades (translated into points on a 4.0 scale) earned from the freshman year forward. The unweighted average uses unweighted grade points, where the weighted average uses weighted grade points. Colleges usually look at weighted averages and ACT/SAT scores.

GPA - Unweighted

This refers to a grade point average that assigns 4.0 quality points to an "A", 3.0 to a "B", 2.0 to a "C", and 1.0 to a "D", regardless of whether the courses are standard, honors, or AP level.

GPA - Weighted (Also known as Quality Point Average)

This refers to a grade point average that uses the above noted scale but assigns 0.5 extra quality points for Honors classes, 1 extra quality point for Dual Enrollment classes and a scale for AP classes.

Match School

One in which your transcript mirrors that of the average freshman. Therefore, your GPA, SAT?ACT scores and coursework (college prep, honors, etc.) are all on par with those undergrads typically admitted. While



this will not guarantee an acceptance (especially considering that extracurricular activities, essays, etc. come into play), you can apply with confidence and the understanding that you have a great shot!

Reach School

Colleges where your academic qualifications are below the average accepted student. For example, it is unlikely you would gain entry to an Ivy League university with a 1.5 GPA. However, even if your SATs might be 100 points lower than average or you have a 3.4 GPA instead of a 3.8, if you really like the school, throw your hat into the ring. It could be a long shot, but an admissions officer might just see your potential!

Safety School

A safety school is one in which your academic credentials exceed those of the average accepted student. Meaning, there is a high probability that you will be admitted (though it's important to recognize that nothing is certain).

Letters of Recommendation

Many colleges and scholarships require letters of recommendation from your counselor, principal, or teacher. Some schools have a specific form for them to complete, while others just require a letter. Please be sure to give the person filling out the form a minimum of **TWO WEEKS** to complete the recommendation letter. Chances are, they have more than one letter to complete. To receive a good, thorough recommendation letter, it is helpful to provide your counselor, teacher, or principal with a list of your accomplishments – both in school and out of school. Please give them a copy of your resume when asking them to complete your recommendation. It would also be nice to write an email or a letter thanking them for writing your letter.



Student Athletes (NAIA & NCAA Clearinghouse Information)

Students interested in playing NAIA or Division I or II varsity sports are required to complete the NAIA and/or NCAA Clearinghouse application. This must be completed online. Request transcripts to be submitted electronically to NCAA from Mrs. Howard. Be sure to request to have final transcripts sent upon graduation. You do not need to complete an application to be talked to by college coaches, but you will not be eligible for play until this is completed. The recruiter you are working with for each university should give you a timeline as to when this process will take place. If this does get completed early before you are recruited, you will be ahead of schedule! The sooner, the better!

We plan to have someone from both the NAIA and NCAA on campus for our parents and students to get a better understanding of the eligibility requirements. We will send updated information as we schedule these events.

Parents and Students will have the opportunity to come to campus at ACA on August 16th at 6pm to hear from both NAIA and NCAA colleges/universities to discuss the importance of athletic eligibility and what to do as parents and students.

NAIA Eligibility Clearinghouse

www.play.mynaia.org

NCAA Eligibility Clearinghouse

<https://web3.ncaa.org/ecwr3/>

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