



# Mount Airy Christian Family Academy

## **MACFA Handbook**

July 18, 2011

*"So that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God."*  
Colossians 1:10

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## **MACFA Ministry**

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Mount Airy Christian Family Academy (MACFA) is a ministry of Mount Airy Bible Church (MABC) made up primarily of member families of MABC.

### **Purpose Statement**

MACFA exists to equip the homeschool families of MABC for the Christ-centered training of their children.

### **Guiding Verse**

Colossians 1:10: *"So that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God."*

### **Mission and Vision**

- Provide support to MABC families that desire to provide alternative education for their children through home schooling. This will include accountability, encouragement, and consulting.
- Mature MACFA members, both parents and children, in their Christ-likeness.
- Provide umbrella protection according to the Annotated Code of Maryland Title 13A.10.01.
- Provide an environment for peer-to-peer support via meetings, field trips, and other activities and communications.

## **Purpose of This Handbook**

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This handbook explains how Mount Airy Christian Family Academy (MACFA) operates and what is expected of its umbrella members. The target audience is parents of homeschooling families that desire membership in MACFA.

For the official "Standard Operating Procedure" (SOP) of MACFA, please refer to: "*Standard Operating Procedure of Mount Airy Christian Family Academy*", dated July 13, 1998.

This handbook is intended to supplement the SOP, and the SOP supersedes this handbook wherever there is disagreement.

## **How We Operate**

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MACFA's strength and operation is dependent on the participation of each family. Much of the benefit of membership results from direct peer support. The "official" support provided is the umbrella coverage as allowed by the state of Maryland. Nearly all other support and assistance is dependent on volunteers. And, of course, the more volunteers the less work for each person and the stronger the support for all.

To be clear, MACFA has no desire or intent to usurp the parents' authority in their child's education in any way. Rather, our goal is to enrich the education for the child by providing support and resources to the primary educators: the parents, and to help in holding them to a standard that would bring glory to God.

As a ministry of MABC, we will follow the church's doctrine, mission statement, and philosophy of ministry. Given that, and in combination with Colossians 1:10 and 1 Peter 2:11-17, we will be holding MACFA families to a high standard that will be atypical of most homeschool umbrella groups.

## **Roles**

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With all the roles defined below (except the Elder Board), it is important to understand that the person serving in the role is *not* expected to perform all the responsibilities on their own. They may enlist

whomever they feel necessary or use any volunteers to assist. The person is simply expected to make sure that the activities and decisions within their purview are addressed.

### **Elder Board**

The MACFA leadership and ministry are accountable to the Elder Board of MABC ("the Board").

### **Administrator**

The Elder Board will designate an Administrator of MACFA. The Administrator will serve as the leader of MACFA and will be accountable to the Elder Board.

The Administrator's main responsibilities are to:

1. Fulfill the responsibilities of the position as defined in the Annotated Code of Maryland Title 13A.10.01.
2. Collect and maintain enrollment forms, lesson plans, quarterly reports, and other records as deemed necessary for the lawful execution of the homeschool organization.
3. Encourage and enlist peer support.
4. Provide written monthly reports to the Elder Board.
5. Provide other communication to the Elder Board as necessary.
6. Sustain communication among all the members of MACFA.

### **Assistant Administrator**

The Assistant Administrator must be approved by the Elder Board. His tasks and responsibilities will be similar to the Administrator's and will be under the direction of the Administrator.

### **Newsletter Editor**

The Newsletter Editor will be responsible for publishing the newsletter. He/she will collect news items, reviews, original literature, field trip plans, etc. from MACFA families and compile them. He/she will also be responsible for distribution. The Newsletter Editor is also responsible for screening the content and bringing to the Administrator's attention any content that might need reviewing or approval.

### **Reviewers**

The Administrator may enlist the help of Reviewers. Each Reviewer will be responsible for conducting the home visits and reviews for one or more families. After conducting each review, he will give the Administrator the completed review sheets and any associated notes.

### **Graduation Committee**

The Graduation Committee is made up of MACFA parents, with one designated as the committee head. The committee's responsibilities are to plan, organize, and provide logistical support for the graduation ceremony. Parents of children in the 12<sup>th</sup> grade will have at least advisory input to the graduation planning. Parents of K, 8, and 12 may be required to help as well.

## **Umbrella Membership**

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MACFA is a ministry for all the homeschool families in MABC, not just those under the umbrella coverage.

Those families that have enrolled under the umbrella program are considered "members" of the umbrella.

### **Umbrella Membership Enrollment**

Enrollment is required for families wishing to be under in MACFA's homeschool umbrella program.

MACFA will have two enrollment periods each year: one in mid-summer and one in January.

Enrollment is required each year to fulfill the State of Maryland homeschooling regulations.

There are five requirements for enrollment in MACFA (six if not a MABC member):

- 1) Meeting the membership qualifications.
- 2) Attendance at an enrollment meeting.
- 3) Completion and submission of an enrollment form.
- 4) Completion and submission of a Home Schooling Notification form.
- 5) Completion and submission of an annual lesson plan.
- 6) For non-MABC members, a letter of request to the Board.

### **Membership Qualification**

For membership qualification, please see the SOP. The relevant section is repeated here:

"(a) All home schooling families in which the head of the family is currently on the membership roll of Mt. Airy Bible Church qualify for membership in MACFA. Each family interested in joining MACFA shall submit an application form prior to membership that shall remain on file with the Administrator. The application form shall be resubmitted only when there is a change in family status or termination of membership at Mt. Airy Bible Church.

(b) Home school families that are interested in joining MACFA, but the head of the family is not on the rolls of Mt. Airy Bible Church may also make application to the Elder Board prior to membership. Membership in MACFA is dependent upon approval by the Elder Board. The application must be resubmitted one month prior to the beginning of each and every school year (August 15), as well as any time throughout the school year when there is a change in family status.

(c) Home school families that are not members of MACFA are welcome to participate in home school activities, for a period of one school year (or fraction thereof, if the school year has already begun). After this trial period, the home school family shall make application to the Elder Board, according to (a) or (b) above, to continue participation in MACFA. If the family is unable to join MACFA, they shall no longer participate in MACFA activities."

### **Enrollment Meetings**

There are two enrollment periods during the year: mid-summer and January. There will be an enrollment meeting in mid-summer for full-year membership and one in January for half-year membership. In order to be a member for the full school year, you *must* attend the enrollment meeting in mid-summer. If you miss the enrollment for the full year, the next opportunity will be in January.

The meeting times will be announced at least two weeks in advance via the MABC bulletin and the MACFA newsletter.

### **Enrollment Form**

When enrolling your child in MACFA's homeschool program, we will request some background and family information. You will need to fill out an "Enrollment Form" and submit it to the Administrator by August 15<sup>th</sup> for full-year membership, or by February 1<sup>st</sup> for half-year membership.

Completing this form does not guarantee membership in MACFA. If you are a MABC member and have not heard otherwise within 15 days after submitting your enrollment form, you can assume that you are enrolled.

You only need to submit one enrollment form per family.

### **Home Schooling Notification Form**

The State of Maryland requires that they be notified via a "Home Schooling Notification" form whenever you change the schooling status of a child (i.e. public, private, and or homeschool) or when changing homeschool umbrella groups. You need to complete one form per child. This form will need to be submitted with your other enrollment material. The Administrator will send it to the county on your behalf.

If a child was under the MACFA homeschool program at the end of the previous year, you do not need to resubmit the Home Schooling Notification form.

### **Annual Lesson Plan**

The annual lesson plan is described later in this handbook.

### **Non-MABC Members: Letter to the Board**

If you are not a member of MABC and wish to join as a member of MACFA's homeschool program, you should also attach a letter, addressed to the Elder Board, indicating why you desire to homeschool and why you wish to join MACFA.

After submitting the form and letter to the Administrator, he will submit it to the Elder Board for approval. The Elder Board will review it at their next scheduled monthly meeting. For this reason, you should try to submit the form and letter at least 30 days before beginning homeschool instruction.

As a non-MABC member, do not consider yourself enrolled until after your hear back affirmatively from the Administrator that you have been accepted.

### **Deadline**

The enrollment form, annual lesson plan, and your Home Schooling Notification form must be submitted to the Administrator by August 15<sup>th</sup> for full-year enrollment or by February 1<sup>st</sup> for half-year enrollment. If you miss the deadline, you will not be able to receive membership until the next enrollment period.

### **Tuition**

At this time, there are no tuition fees. However, that could change at some subsequent year.

### **Compulsory School Age**

The State of Maryland requires all children "5 years old or older and under 16" to attend school. Any child that turns 5 on or before **9/1/2008** must register for kindergarten this year. There is a one-year exception provided for children of age 5 that must be requested from the county BOE in writing.

### **Termination**

You may terminate your membership in MACFA's homeschool program at anytime during the school year. To comply with the State of Maryland homeschooling regulations, you must notify MACFA, in writing, and your local school superintendent of your change in homeschooling status or umbrella membership.

Your membership in MACFA will be terminated if you are late in submitting a Quarterly Report and miss the grace period.

The Elder Board can terminate a family's membership in MACFA at their discretion. Please refer to the SOP for details on termination.

### **Re-enrollment After Termination**

If your membership is terminated due to late reports or action by the Elder Board, you must make your membership request directly to the elder overseeing MACFA, Tim Jennings.

## **Plans and Reports**

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Please submit all plans and reports on the forms provided. Softcopies of the forms are available from the Administrator and on the church's web site at <http://www.mabcmd.org> or [www.gregyoung.net/macfa](http://www.gregyoung.net/macfa).

You can hand-deliver, snail-mail, fax, or e-mail completed plans and reports to the Administrator.

### **Annual Lesson Plans**

At the beginning of the school year, you are expected to submit an Annual Lesson Plan for each child enrolling in MACFA's homeschool program. The Annual Lesson Plan, according to the SOP, must be submitted to the Administrator by August 15<sup>th</sup>. **Note:** Missing this deadline may jeopardize your membership in MACFA.

The purpose of the Annual Lesson Plan is to:

- provide a method to assist the parents in determining the goals for the student for the year and the means of achieving those goals.;
- provide a means for the administrators to review your plans for the year; and
- to meet the Maryland homeschool regulations.

You should refer back to the Annual Lesson Plan during the year to see if your efforts in education are achieving your goals.

The Administrator will keep all Annual Lesson Plans until the student transfers out of MACFA or is otherwise out of MACFA for three years.

If, during the year, you make major changes to your goals or resources, you need to submit a revised Annual Lesson Plan.

## **K-8**

For each subject to be taught during the school year, you should list a set of goals and the resources and activities that you expect to use to achieve those goals.

For K-8, the subjects on the form include the same ones listed in the 13A.10.01.C(2) of the Maryland code for K-8 students. Additional subjects that should be taught to MACFA students are Bible and Trade. There is also space for adding additional subjects.

## **High School**

**Subject & Course Title:** The subject name should exactly match a subject name from page "Required Credits" on page 2. The course title should be as you want it to appear on a transcript.

**Credits to be Earned:** State what are the expected credits to be earned for the course for the year.

**Credit Method:** Check the method by which the credit will be achieved. See "Gaining Credits" on page 12 for more details.

**Hours:** The credit will be achieved by logging a minimum of 120 or 150 hours, depending on the course type.

**TDU:** Teacher Developed Unit. The credit will be achieved by completing a TDU. The lesson plan for the TDU must have been submitted to the MACFA Administrator and approved.

**Resource Completion:** Completion of 85% of a "standard" textbook or curriculum. If you are not sure if

a textbook or curriculum qualifies, please check with the Administrator.

\_\_\_*College Course*: The course is a full-semester college course.

**Goals:** List what your goals are for the student this year in the course; these should include the topics, skills, and character growth that you expect to develop. If the course is a TDU, enter “TDU” here since the TDU Lesson Plan will contain this information.

**Resources:** List the resources you plan on using in achieving those goals, including curriculum, textbooks, reading books, activities, trips, workshops, seminars, videos, music lessons, trade training, etc. If the course is a TDU, enter “TDU” here since the TDU Lesson Plan will contain this information.

### **Quarterly Reports**

Per the SOP, Quarterly Reports are due November 1, February 1, April 1, and June 15.

“What do I do if June 15<sup>th</sup> comes around (the due date for the last Quarterly Report), and we haven't finished our school year?” MACFA does not dictate that your school year ends on June 15, however you still need to complete and return a report by June 15<sup>th</sup>. It should document all progress to date. Please indicate what you have not completed yet and the date you expect to finish. Then, when you do finish, please submit an amended report.

The Quarterly Report should contain your progress towards your goals as they were stated in the Annual Lesson Plan.

**Note:** Reports that do not meet the requirements delineated by the instructions will be returned for additional completion.

### **K-12**

A grade must be given for each subject being taught during the quarter. You may choose the grading scale, and each subject may use a different grading scale, but you must use the same scale for all four reports for a given subject.

Here are some guidelines of what to put in the “Accomplishments” column of the quarterly report for K-12, followed by an example report, to hopefully clarify the expectations.

- a. If using a primary resource or curriculum, list what part(s) of the primary resource(s) was used. E.g.: Abeka World History pp 120-145; BJ 5th grade science chap. 9, 10; Saxxon 5/4 Lessons 43-80.
- b. If no primary resource or curriculum is used, list significant resources used, what parts, and briefly what means of evaluation were used. E.g. Mere Christianity, whole book, one book report and two short essays.
- c. List, in summary, what topics were covered. No great detail is needed. E.g.: multiplying and dividing fractions; fungi and plants; Civil War to Industrial Revolution.
- d. If an activity-based subject, like music and physical education, list the major and regular activities – no need to detail everything. E.g.: daily practice and one recital; regular biking, walking, and outdoor play; weekly swimming lessons.
- e. Note any significant deviations from the lesson plan. E.g. switched from Blueprint for Geometry to BJ Geometry; dropped Spanish for this year.
- f. Add anything else you would like us to know.

The above is a minimum and is also adequate and acceptable. You may, of course, always document more details of your child's progress and provide any other information you like. But you don't have to. With organized, up-to-date records, it should take 30-60 minutes per child to compile the report. Remember that these reports are not only part of MACFA's records, but should become part of your child's personal education records as well.

## High School

College Course: You must attach a copy of the student's grade report.

### Explanation of Columns:

"Credit Method": Please check the method, to match what was indicated on the Annual Lesson Plan. See "Gaining Credits" on page 12 for more details.

"Grade This Qtr": The grade for the course for the quarter.

"Hrs This Qtr": Only used when the Credit Method is "hours". Enter into this box the number of hours recorded for this course for the quarter.

"Hrs YTD": Only used when the Credit Method is "hours". Enter into this box the cumulative hours recorded for this course; i.e. the sum of all quarters from the beginning of the year through the current quarter.

"Credits Earned This Qtr": Credits can only be awarded in increments of  $\frac{1}{2}$ . Only put an entry in this column when the student has earned at least  $\frac{1}{2}$  credit.

"Final Grade for Credit Earned": Only complete this box when credit was earned this quarter. Enter the final grade for the credit earned. This is the grade that will appear on the transcript.

For example, your teen is taking a year-long geometry course. For the first, second, and third quarter, you would normally only provide a grade. The fourth quarter report you would likely enter a grade for that quarter, plus award 1 credit (if he has completed the course), plus a final grade for the 1 credit (which is typically an average of the four quarterly grades).

As another example, your teen is taking piano for two quarters using the "Hours" credit method. For the first quarter you would enter a grade, the hours for the quarter in "Hrs This Qtr", and the hours for the quarter again as "Hrs YTD". For the second quarter, you would enter the grade for the quarter, the hours for the second quarter in "Hrs This Qtr", the total hours for both quarters as "Hrs YTD", the number of credits earned (e.g.  $\frac{1}{2}$ ) in the "Credits Earned this Qtr", and the final, overall grade for the piano course in "Final Grade for Course".

## Late Documentation

If your Quarterly Report is not submitted when due, the Administrator will notify you in writing in 10 days. You will then have 14 days to submit the document to the Administrator. If it is not received within that 14-day period (i.e. by the 24<sup>th</sup> of the month, or July 9<sup>th</sup> for the last report), the Administrator will notify the Elder Board and your membership will be terminated.

## Record Keeping

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Keeping regular, clear records of your home school program and progress is essential to implementing a home school program that is above reproach.

## Plan Book

"If you fail to plan, you plan to fail" (author unknown). How you plan will depend on your style of homeschooling, the curriculum you use, and the age of your child. Your planning may be directly from a comprehensive curriculum teacher's book; or you may develop it completely on your own. Whatever the method, however, you *must* plan and also have a Plan Book.

Your Plan Book should show what you plan to do for each subject and should be filled in at least a week ahead.

### **Record Journal**

You should keep a calendar book or similar journal in which you record what material you cover or activities you do for each subject for each school day. Depending on your method of planning, your Plan Book can double as your Record Journal. It may or may not include grades.

Note for high school: regardless of the method you use for earning a credit, you must maintain a Record Journal and have it available for review during the home visit.

### **Portfolio**

An important part of your record keeping is maintaining a portfolio of representative work, if not all work. This portfolio could be used to demonstrate thoroughness of instruction and support of grades given.

The portfolio is simply a collection of tests, papers, stories, original literature, worksheets, and other written material.

We recommend that you keep your portfolio for three years for K-8. For high school grade levels, we recommend that you keep the portfolio until the student has completed a few years of college or is well into their trade.

The portfolio must be complete, orderly, and available for review during the home visit.

## **Home Visits and Reviews**

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At least once each year, the Administrator or a Reviewer will meet with you at your home to review your home school program to help ensure that it is "regular, thorough", of "sufficient duration to implement the instructional program", and meeting the MACFA requirements listed throughout this Handbook.

**Note:** Both parents must be present during the home visit.

The Administrator or Reviewer will primarily be reviewing:

1. Your planning method and book;
2. Your record of days spent on home school;
3. Your Record Journal;
4. The resources being used;
5. The portfolio of representative work; and
6. Your Quarterly reports to date.

The home visits and reviews are also excellent times for discussing any difficulties you are having as well as any suggestions you have for the group or families in general.

## **High School Diploma Program**

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MACFA provides a diploma program for the high school homeschooler. For MACFA's purposes, the high school grades are 9 through 12. The diploma program is only available for member families.

The requirements below were generally derived from the requirements of the State of Maryland and some of the counties' programs.

### **Required Credits**

The following are the credits required to receive a diploma.

Subject	Credits	Notes
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Bible	2	Bible should be taken every year with at least ½ credit a year. The credit cannot be accounted for with "personal devotions". It is intended to be a Bible-based study.
English	4	
Fine Arts	1	
Foreign Language	0	No foreign language credits are required, but 2 credits in the same foreign language are highly recommended for students planning on entering a four-year college.
Health	½	
Mathematics	3	Must include 1 credit of geometry and 1 credit of algebra.
Physical Education	½	
Natural Science	3	Must include 1 credit of biology.
Service	½	
Social Studies	3	Must include at least ½ credit of US History and at least ½ credit US Government.
Practical Arts & Business	1	A.k.a Technology and Trade. This can include computer, accounting, auto mechanics, home economics, teaching/tutoring, internships, or anything oriented toward a general or specific technology, trade, occupation, or career.
Electives	4 ½	You are free to fill these credits under any subject listed here. An elective will always fall under one of the subject areas and should be shown as such on the lesson plan, and it will be shown as such on the transcript.
<b>Total</b>	<b>23</b>	

**Example Plan**

Grade 9	Grade 10	Grade 11	Grade 12
English	English	English	English
Bible ½	Bible ½	Bible ½	Bible ½
Math	Math	Math	Spanish
Social Studies	Social Studies	Social Studies	Elective
Natural Science	Natural Science	Spanish	Natural Science
Phys Ed/Health ½	Fine Arts ½	Phys Ed/Health ½	Fine Arts ½
Elective ½	Elective ½	Elective ½	Service ½
	Practical Arts or Business ½		Practical Arts or Business ½

**Gaining Credits**

You may not earn credits in units of less than 1/2. The requirements for each 1/2 credit awarded must have been completed in the same school year (i.e. 12 month period), with the exception of service, which may span all high school years. A 1 credit course can be broken down into two ½ credit sections.

You are encouraged to gain more the required 23 credits. Oftentimes, gaining the additional credits is simply a matter of recording the effort spent on activities and turning them into a course.

A grade of C or better is required to earn the credit for a course.

There are five ways to earn a credit in MACFA. Courses in the same quarter or year can use different methods.

### **Method 1: Resource Completion**

This method allows credit to be earned based on the successful completion of a course that uses a “standard” textbook or curriculum as its primary resource.

Successful completion is defined as:

- 1) completion of 85% of the primary resource;
- 2) completion of the lessons, tests, quizzes, activities, written assignments, and other related work prescribed by the primary resource for the part of the resource completed; AND
- 3) a grade of C or better.

“Standard” textbook or curriculum is one that was designed to span a complete school year (or ½ a school year for ½ credit courses), is high-school level material, and prescribes gradable assignments.

The Administrator can provide a list of textbooks and resources that have already been determined to be “standard”.

The 85% completion should be determined by units of study within the resource, not pages. Typically a textbook is organized into chapters, sections, or units. If so, use these and round up. If not, you’ll need to use pages. For example, a textbook that has 16 chapters and 10 modules per chapter would require completion of 14 chapters or 136 modules.

**Note:** Do not mistakenly believe that just because you are “only” required to complete 85% of a resource you should not attempt to complete it; the portions that are skipped may be very important for your child to learn. 100% should often be the target. Although there are some textbooks that are overloaded, typically ones designed for public/private school use, it is often reasonable to achieve 90-100% completion.

For this method, you need to:

- List on the Quarterly Report the chapters/units/sections/pages (whichever is most applicable) completed during the quarter.

### **Method 2: Hours Logged**

This method allows credit to be earned based on the number of hours spent on the course. This method is best used for activity-based courses like physical education, fine arts, and trade.

For typically book-based courses (e.g. social studies, mathematics, English, science), a credit will be awarded upon completion of 120 hours (of 60 hours for ½ credit) of logged time spent on the course. If it is a laboratory-, field-, or activity-based course, a credit will be awarded upon completion of 150 hours (or 75 hours for ½ credit) logged time spent on the course.

For this method, you need to:

- Keep track of logged hours in your Record Journal or by other means.
- Note hours logged in the space provided on the Quarterly Report form.

### **Method 3: Teacher Developed Unit**

A teacher developed unit, or TDU, is one that typically uses a variety of resources without any one of them being a primary resource. For example, an English course that studies Medieval literature may not use a

textbook or curriculum, but simply the literature itself. The teacher may develop her own written and oral assignments and tests.

Another type of TDU could be one that uses a primary resource but one that is not typically used for teaching a course or is too extensive for just one course. For example, you might teach Biblical doctrine using, obviously, the Bible.

You should design a TDU course to require about 120 hours (e.g. an average of 40 minutes a day for 180 days) to complete it.

If a course is going to be completed as a TDU, the TDU Lesson Plan must be submitted before or with the Annual Lesson Plan. The TDU Lesson Plan will include:

- What will be taught? i.e the course scope and sequence;
- What will be used to teach it? i.e. the resources to be used;
- How will it be taught? i.e. the method of teaching (i.e. what will the parent do and what will the child do); and
- How will the learning be evaluated? i.e. the method of regular and comprehensive evaluation.

Since the Administrator must individually approve each TDU, the TDU Lesson Plan must be submitted at least two weeks before you plan on beginning the course to allow time for review. Once the Administrator has reviewed the plan, he will contact you as to whether the plan is approved or needs some adjustments.

For this method, you need to:

- Submit the TDU Lesson Plan along with (or before) the Annual Lesson Plan.
- List on the Quarterly Report progress made against the planned scope and sequence , which parts of the resources were covered, and what gradable assignments were completed.

#### **Method 4: College Course**

Credit can be gained by successfully completing a course at a 2-year or 4-year college or university. A one-semester, 3 credit course typically qualifies for 1 full high school credit. College courses taken pass/fail do not qualify.

For this method, you need to:

- Submit the college grade report, showing a C or better, with the Quarterly Report.

#### **Method 5: Transfer**

Credits can be accepted from other public, private, or home school organizations pending receipt and review of the transcript. You will be issued a "Credit Transfer Notice" to inform you of what credits were accepted.

For this method, nothing is required with the Annual Lesson Plan or the Quarterly Report; the transfer is handled on request and individually.

#### **Early Credit Awards**

The earliest a child can earn credits for high school is when he/she enrolls in the 9<sup>th</sup> grade.

#### **Grading Scale**

For all high school programs, the following grading scale must be used for all courses:

A	90%-100%
B	80%-89%

C	70%-79%
D	60%-69%
E	0%-59%

You may optionally use the plus/minus system (A+, A, A-, B+, etc.) for individually graded items, but the quarterly grades and final grades must be in the A-E system.

For determining grade point averages, we will use A=4, B=3, C=2, D=1, and E=0.

Final grades will be the average of the quarterly grades, rounded up.

### **Transcripts**

Transcripts for high school can be provided on request. They will contain a listing of all courses identifying the subject, course title, year completed, grade given, and credits awarded. It will also include a grade point average (GPA) for each year and an overall average GPA. The GPA will be calculated according to the standard 4-point system and will be carried to two decimal places. If any of the credits were transferred, the source of the credit will be identified as well.

The transcript also has a section for extracurricular activities. If you would like anything to be listed in this section, please use the Transcript Addition form. You also provide information to be attached to the transcript.

### **Service**

All high school students are expected to complete 75 hours (i.e. ½ credit) of service during their high school years. Service is generally considered to be work that your child does for someone else's benefit without anything tangible in return. It also is generally not for immediate or extended family.

### **Work-study**

Credits can also be earned for "work-study". Work-study should, of course, include both work and study. Generally work-study is employment or apprenticeship for gaining a skill or experience that is in preparation for a career or vocation related to the work-study. In addition to the employment/apprenticeship, there should be an academic aspect to the work-study, which could include a textbook, direct mentoring, or other study-based training.

Work-studies, internships, and apprenticeships must be individually approved by the administrator before it commences.

Basic employment does not generally qualify for credit as work-study.

## **Graduation Ceremony**

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The graduation ceremony for K, 8, and 12 or member families is typically held in late May or early June and will be planned by the Graduation Committee.

## **Meetings**

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MACFA's regular support meetings are one of the best things MACFA has going! This is where much of the interaction, sharing, and support begins. Topics will range from science ideas to organization tips, from Biblical educational responsibility to character building. These meetings are really what keep MACFA thriving. If you miss many of these, you'll be missing MACFA's biggest benefit.

The schedules and frequency will change year to year. Sometimes there will be outside guest speakers and other times they will be led by MACFA parents.

## Newsletter

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MACFA has a regular newsletter that is made available at the church. It contains reviews, original creative writing, tips, devotions, events, and other information. It is extremely important that you pick up the newsletter on a regular basis. You are responsible for the information that is communicated in it; at times it announces important dates, deadline reminders, and changes to operation.

When the newsletter is posted on the church's web site, all last names, phone numbers, addresses, and email addresses will be removed unless that information is already publicly made available (e.g. the pastors' names and the church's phone number).

## Email List

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MACFA uses Yahoo! Groups for an email list. This list is used for announcements, sharing of tips, pointers to good info and articles on the web, requests for help, etc. It is restricted to members and is moderated, meaning that all messages are first sent to the Administrators for approval before distribution to the list.

If you would like to be added to this list, please contact one of the Administrators.

## Guests

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Any MACFA family, either member or non-member, can attend any meeting, event, or field trip. Non-MACFA families may attend as a guest under one of these conditions:

1. They are an MABC member.
2. They are considering "trial" membership in MACFA and the Administrator gave approval.
3. A MACFA family has specifically invited them and the Administrator gave approval.

Of course, relatives of MACFA families are welcome anytime at meetings, events, and field trips and are exempted from the conditions above.

By attending, all guests agree that they consent to the guidelines and policies of MACFA and MABC.

## Finances

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MACFA has a line item in MABC's budget. The Administrator is responsible for managing MACFA's expenses. The Administrator must approve all requests for expenditures before the expense is incurred.

If you incur an expense and would like to be reimbursed through the MACFA budget, you must obtain prior approval from the Administrator *and* submit your receipts to him. Do not submit receipts directly to the church office unless explicitly told to do so.

## Field Trips

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What would homeschooling be without a few field trips? Although we do not have a centralized "field trip committee", quite a few are organized by the moms. Generally they are posted in the newsletter or communicated by word-of-mouth. Field trips are not subsidized by MACFA unless given prior approval by the Administrator.

## Standardized Testing

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MACFA may administer the Stanford Achievement Tests in the spring to any MABC homeschool family that desires to take it. Please contact the Administrator if you are interested and watch for future announcements in the newsletter.