

## APPENDIX to Praise Christian School Handbook

### ATTENDANCE REPORTS

Alabama Code 16-28-8 says, Every child between the ages of 7 and 16 shall be required to attend a public school, private school, or church school, or be instructed by a competent private tutor for the entire length of the term (180 days) in every scholastic year except that a child attending a church school as defined in 16-28-1 is exempt from the requirements of this section provided such child complies with the enrollment and reporting procedure specified in 16-28-7.”

Please check with the Alabama Board of Education, CHEF at [www.chefofalabama.org](http://www.chefofalabama.org), or HSLDA at [HSLDA.org](http://HSLDA.org) for more detailed explanation of this law.

### CURRICULUM

See: <http://www.oklahomahomeschool.com/pdf%20documents/CurrPlanner1.pdf>

#### **Suggested Sources of Curriculum:**

- |                                   |                               |  |
|-----------------------------------|-------------------------------|--|
| ◆ A Beka Publications             | 1-877-223-5336                |  |
| ◆ A Beka Video                    | 1-800-874-3592                | <a href="http://www.abeka.org">www.abeka.org</a>                       |
| ◆ Alpha Omega                     | 1-800-622-3070                | <a href="http://www.home-schooling.com">www.home-schooling.com</a>     |
| ◆ Calvert School                  | 1-888-487-4652                |  |
| ◆ Christian Liberty Academy       | 1-800-348-0899                | <a href="http://www.homeschool.org">www.homeschool.org</a>             |
| ◆ Bob Jones University Press      | 1-800-845-5731                | <a href="http://www.bjup.com">www.bjup.com</a>                         |
| ◆ Rod and Staff                   | 1-606-522-4348                |  |
| ◆ Saxon Publishers, Inc.          | 1-800-284-7019                | <a href="http://www.saxonpub.com">www.saxonpub.com</a>                 |
| ◆ School of Tomorrow              | 1-800-925-7777                | <a href="http://www.schooloftomorrow.com">www.schooloftomorrow.com</a> |
| ◆ Shurley Instructional Materials | 1-800-566-2966                | <a href="http://www.shurley.com">www.shurley.com</a>                   |
| ◆ Sonlight                        | 1-303-730-6292 1-205-662-4272 | <a href="http://www.sonlight.com">www.sonlight.com</a>                 |

#### **Special Needs Children:**

Han News  
Herzog  
NAATHAN  
VAST (Abilities and Training Network)



#### **Other curricula that can be researched:**

Accelerated Christian Education	Landmark's Freedom Baptist
Apologia Science	Lifetime Books and Gifts
Arts Attack	Literacy LLC
CDRoms 4 Less Championship Chess	MacNan Biologicals
Charity Ministries	Math-U-See
Christian Light Education	Merritt Park Press
Cornerstone Educators Warehouse	Miller Pads and Paper
Doorposts	Nest Family Entertainment
EDGEducation Publishing	Owl Education
Edu-Track Home School	Power-Glide Language Courses
Elijah Company	Rainbow Resources
Fizzbang Science	Restoration Publishing
Grammar Key	R.O.CK Solid Christian Homeschool Books and Supplies
Greenleaf Press	SMARR Publishers
Harcourt High School	Solomon's Secrets
Homelight Books	Spalding/Riggs Phonics/Spelling
Homeschool Bookworm	Tapestry of Grace
Homeschooling from the Heart	Total Language Plus
Institute for Excellence in Writing	Trisms
Institute for Learning Abilities	Weaver Publishing
Joyce Herzog	YWAM Publishing
KONOS Character Curriculum	

## Dress Code Guidelines for Praise Christian School High School Formal Dinner

The following guidelines are offered for students who need assistance in adopting modest apparel and a well-groomed appearance for our annual spring formal dinner.

### Girls: Modest formal dresses

“Not too short,  
Nor too tight,  
Not too low,  
No cleavage will I show!”



### Boys: Dress shirts with ties, dress pants (two-piece suits optional)

Christian students realize that their bodies are the temples of God's Holy Spirit and as such strive to keep themselves neat, clean, well groomed, and modestly dressed.

#### **NOTE from the Advisory Board of Praise Christian School.**

*Parents, please help your young person in choosing appropriate clothing. We do not want to embarrass your child nor do we want your child to embarrass us (parents and school leaders) when we have the annual spring formal dinner.*



## **DRIVER'S LICENSE and INSURANCE DISCOUNTS**

### ***Driver's License:***

In the State of Alabama, a student when reaching the age of 16 may take the Driver's License Road Test at their county Department of Motor Vehicles (DMV) office.

Before allowing the student to take the exam, the DMV office may require that the parent provide proof of the student's current enrollment in school. This proof of enrollment should be obtained in advance from our office. We will issue a signed *Enrollment Verification form* upon request at no charge to families enrolled in our program. Please allow several days for this to be processed.

### ***Insurance:***

In the State of Alabama, each licensed driver must be insured in the vehicle they are driving. Teenage driver's insurance rates are among the highest in the industry. Two discounts may be available to help defray some of the expense:

1. Driver's Education Discount and
2. Good Student Discount.

In order to obtain these discounts, you will be required to submit an insurance form to the Praise Christian School office requesting validation of the requirements for these discounts. We may or may not be able to sign for the discounts depending upon the requirements of the insurance company and the proof that you have provided for the discount requirements.

#### 1. Driver's Education Discount:

We will not sign that your child has been given driver's education through a state approved course with a certified instructor unless you provide proof that such a course was taken. If "state approved" or "certified instructor" is required in order to receive this discount and the parent only has instructed the student, then the insurance company may not accept the parent's training program as sufficient for the discount. Please check with your insurance provider to clarify this.

#### 2. Good Student Discount:

The good student discount is given to those students who score academically with a B average or higher. We will sign the good student discount if the parent provides a copy of the current grades and a copy of a standardized test result taken with the last two years.

## **Duke University Gifted and Talented Search**

### **7th Grade Talent Search Overview**

The Talent Search is now beginning its twenty-seventh year and is the largest program of its kind in the nation, representing participation from 6,148 junior high and middle schools in the Duke TIP 16-state region. Over 1.5 million students have completed the Talent Search since its inception in 1980. The Talent Search identifies academically talented 7th graders based on standardized test scores achieved while attending elementary or middle school. Candidates are identified and invited to complete either the SAT Reasoning Test or the ACT Assessment college entrance examination. Duke TIP then provides the participants with comparative information concerning their academic abilities and resources for unique educational opportunities.

The goal is to assist young people with excellent mathematical or verbal aptitude. Students are provided with information about their abilities and introduced to a network of services and programs. Students are encouraged to enroll for several reasons:

- To pursue an above-level testing experience, which will provide them with more information about their academic abilities; this information can help teachers, parents, and students plan effectively for the coming high school years;

- To learn more about their academic abilities and be able to compare the results with other academically able youth;
- To learn more about educational opportunities and options for the future;
- To receive recognition of their outstanding achievements.

**The Editor's View, *Duke Gifted Letter***

**“Should 7th Graders Take SAT or ACT Prep Courses?” Volume 1 / Issue 3 / Spring 2001**

Qualifying for a seventh-grade talent search, such as the one offered by Duke University or Johns Hopkins University, is a distinct honor. At the same time, taking either the SAT or the ACT—tests designed for college-bound high school students—at the age of 12 or 13 can be daunting and anxiety-provoking for both student and parent.

Parents of seventh-graders frequently ask whether it is beneficial for their child to take an SAT or ACT prep course. Review courses such as those offered by Kaplan and the Princeton Review promise higher scores by providing test-taking strategies, familiarity with the tests, practice tests, and diagnostic feedback.

At first blush, it's hard not to be impressed by these courses. Besides, who wouldn't want to give their child a competitive edge? For students applying to college, that's just what test prep courses do, and few downsides exist for high school students. However, the risk to seventh-graders is great. Let me offer two reasons.

First, college-bound high school students take test prep courses to raise their SAT or ACT scores. Higher scores may enable them to qualify for scholarships or to get into more competitive colleges. Seventh-grade talent search students, however, take college entrance exams because their higher ceiling provides an accurate assessment of their academic abilities. The test results should be used to help the student, the parent, and educators plan more effectively to meet the student's educational needs. Raising test scores with a prep course defeats the purpose of out-of-level testing.

Second, college entrance exams are high-stakes tests, and the intensive nature of test prep courses often makes college-bound students anxious. Seventh-graders should not approach the SAT or ACT feeling the same kind of anxiety. For them, the SAT or ACT should be simply an enjoyable challenge.

In general, therefore, I do not recommend test prep courses to Duke's talent search participants. I do suggest that they take the sample test in the SAT or ACT booklet and, if they are still anxious about the test, that they buy one of the popular prep books available in most bookstores. I welcome your opinions or comments.

—Steven I. Pfeiffer, PhD <http://www.tip.duke.edu/>

## GRADE POINT AVERAGE (GPA)

*See Progress Reports, also.*

The grade point average (GPA) is calculated on a 4.0 *unweighted* scale to determine Honors Diploma qualifications and valedictorian/salutatorian status. A weighted GPA is also printed on students' transcripts for the purposes of college admission and scholarship applications. This *weighted* GPA will **not** affect procedures for determining selection of valedictorian, salutatorian, or students receiving the Diploma with Honors Endorsement. Quality points are assigned as follows:

Letter Grade	Quality Points	Weight Added Advanced Core Courses	Weight Added *AP Courses
A .....	4.0 .....	+0.5 .....	+1.0
B .....	3.0 .....	+0.5 .....	+1.0
C .....	2.0 .....	+0.5 .....	+1.0
D .....	1.0 .....	+0.5 .....	+1.0

\* Student must have documentation of a successful AP test to qualify for this extra weighting.

**Check out:** <http://www.everyday-education.com/gpacalc/index.shtml>

## GRADING BASED ON 4.0 SCALE

*The following guide might be helpful in determining the level of student performance:*

A - Thorough mastery of subject matter -- 90-100 (A)

- Demonstrates outstanding achievement and mastery of subject area
- Goes beyond the goals established for the subject in achievement and contribution
- Achieves maximum growth in relation to the established objectives
- Is self-directed in his/her attainment
- Evidences understanding and appreciation of the fundamental concepts of the subject area
- Exercises superior ability in problem solving and in arriving at logical conclusions
- Shows originality in the preparation of assignments
- Expresses ideas clearly both orally and in writing

B - Above average, good consistent effort - 80-89 (B)

- Demonstrates scholarship and achievement above the expected average
- Does his/her assignments thoroughly and accurately and occasionally contributes creatively
- Is growing into leadership in the development of individual goals
- Does independent work in addition to the required assignment

C - Average achievement -- 70-79 (C)

- Achieves the objective developed for the average of the course
- Is responsible and participates in assigned activities
- Evidences normal growth at grade level in relation to his/her capacities and skills
- Frequently requires individual direction and supervision
- Achieves sufficient subject matter mastery to enable him/her to proceed to the next level of work in the subject area
- Is alert, interested, and participates in course activities
- Tries conscientiously to finish each project or assignment within the time limits allowed

#### D - Below-average achievement -- 60-69 (D)

- Frequently falls below the level of achievement of which he/she may be capable
- Seldom completes an undertaking without parent-teacher direction and encouragement
- Evidences little growth other than that developed through course association
- Generally fails to do the required work
- Quality of work is poor, though he/she may have made efforts to improve
- Shows little interest in the subject

#### Poor work, lack of comprehension -- No credit

- Infrequently completes assignments requiring extended interest and development
- Evidences capacity to undertake many of the course activities but refuses to complete work
- Puts forth little or no effort
- Fails to meet the minimum requirements of the course

### **INTERNET DANGERS**

## **Parental Cheat Sheet Developed by: Jeremy Laird**

*"I think it is very valuable information that needs to be shared with parents. Too many students are getting involved without understanding the consequences".*

Jeremy Laird, High School teacher, Mobile, Alabama

#### **Signing up for a [www.myspace.com](http://www.myspace.com) account:**

1. **Open** Internet Explorer or compatible browser (i.e. AOL, Mozilla, Firefox)
2. **Browse** to [www.myspace.com](http://www.myspace.com)
3. **Click** the orange "SIGN UP" button on the right side of the screen
4. Provide the information specified on the next screen
  - a. Remember that this does not have to be "correct" information
5. **Click** the orange "SIGN UP" button on the bottom of the page
6. You are now signed up for a MySpace account. Everything dealing with registration past this point is optional.

#### **Searching on [www.myspace.com](http://www.myspace.com):**

1. **Open** Internet Explorer or compatible browser (i.e. AOL, Mozilla, Firefox)
2. **Browse** to [www.myspace.com](http://www.myspace.com)
3. **Log in** with your account information if you have it
  - a. Otherwise use the following account information
    - b. **User name:** [asdf1234@bob.com](mailto:asdf1234@bob.com)
    - c. **Password:** asdf1234
4. **Click** "Search" in the navigation bar on the top of the page
5. From here there are 2 options:
  - a. Use the "Find a Friend" option to search for a specific profile based on their real "Name", "Display Name", or "Email Address".
    - i. Based on the accuracy of the information the user provided "Name" is the option that is typically best for singling out a profile.
    - ii. These searches can be further filtered down by the area in which the profile is registered after the initial search is completed.
  - b. Use the "Classmate Finder" to browse through profiles based on the school to which the profile is associated.
    - i. This function is temperamental at best.

- ii. If your initial search does not work, try selecting the first letter of city where the school is located. For instance, Satsuma High School can be found by selecting the letter "S" for Satsuma followed by selecting the city of Satsuma.
- iii. These searches can be filtered by several things such as age, sex, and alumni/current student.

**Website terminology:**

**blog** – (web-log) - A **blog** is a [website](#) in which items are posted on a regular basis and displayed in reverse chronological order. Like other [media](#), blogs often focus on a particular subject, such as food, politics, or local news. Some blogs function as [online diaries](#). A typical blog combines text, [images](#), and links to other blogs, web pages, and other media related to its topic. Since its appearance in 1995, blogging has emerged as a popular means of communication, affecting public opinion and mass media around the world.

**Leet** - a [language](#) which has arisen in parallel to the worldwide adoptions of textual communications. These communications can be in particular on [forums](#) on the internet, [bulletin board systems](#), [instant messaging](#), [sms](#), and others. Leet, primarily due to its rapidly changing vocabulary and syntax, as well as adoption of and integration of other languages, has not gained official status as a language recognized by any international body. However, many publications have referred outright to Leet as a language, with some also using the term [dialect](#).

**I33t** The name *Leet* itself is derived from the word [elite](#) (also 31337).

**Pwn** refers to the domination of a player in a video game (rather than just a win)

**newbie** Within Leet, the term "newbie" (and derivations thereof) is used extensively. This is due in part to its origins as a means of segregating the "elite" echelon from outsiders.

You have seen some of the potential dangers associated with these websites and you have hopefully seen their potential value as well. We can't do anything to eliminate predators but we can protect the prey. Unfortunately we must protect them from the predators as well as themselves. Our teenagers are potentially destroying their lives and they don't even realize it.

**To contact Jeremy Laird you can email him at: [jllaird@mcpss.com](mailto:jllaird@mcpss.com)**

### **LESSON PLANS SUGGESTIONS**

Check out this link on-line. <http://www.oklahomahomeschool.com/sitemap.html>

Please note that the following sample study plan is geared towards *textbook education*. Textbook education is only one way to meet the educational needs of your children. There are *project oriented* or *unit study* approaches that are excellent educational programs. Older students may be involved in *apprenticeship* programs. All the subject areas listed may not apply to you child, and there may be other areas that you would add.

This following sample is intended to give some ideas of the type of information that is important in a *goal-oriented* study plan. Your format may vary. Another excellent format may use a *year-in-a-glance* calendar with plans marked for specific time periods.

#### **SAMPLE SEMESTER LESSON PLAN** **for Jane Doe, Grade 8**

**ENGLISH**, Language Arts

*Grammar and Composition* - Resource: *Learning Language Arts through Literature*

Objective: Finish 3 chapters by December 18 and the remaining chapters by May 31

*Literature* - Resource: *Explorations in Literature*. Reading carious topics in Literature

Objective: Complete one book per month and write book report

Vocabulary - Resource: *Wordly Wise Book*

Objective: Complete 8 lessons by December 18 and the remaining 8 lessons by May 31

**SCIENCE:** Resource: *Life Science for Christian Schools* Bob Jones University Press

Resource: EDC Publishing, Inc.

Objective: Complete three units per semester

**SOCIAL STUDIES:** Resource: A BEKA

Objective: Complete 8 chapters a semester

**MATH:** Resource: *Math 87* Saxon Publishers

Objective: Complete 70 lessons by December 18 and final 70 lessons by May 31.

**BIBLE:** Resource: *Choose a text*

Objective: To understand the Old Testament prophets

**ART:** Resource: Private lessons plus \_\_\_\_\_ text

Objective: To .....

**PHYSICAL EDUCATION:** Resource: Ballet

Objective: Learn to ballet with class instruction 2 times a week.

**MUSIC:** Resource: Piano lessons scheduled outside home.

Objective: Complete level 5. Lessons once a week; practice minimum 30 minutes daily.

### **PROGRESS REPORTS (Report Cards)**

The primary purpose of the progress report is to indicate to Praise Christian School that your family is responsibly homeschooling and representing our program in good faith. This assessment consists of a brief review of the completeness and basic content of your report. This brief consultation with the parent by your team leader and SEMESTER CHECK-IN form indicates that the review was completed.

First year home schooling families with Praise Christian School file these reports 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> quarters. Families with special needs children must file reports that are more regular. Progress reports are due twice a year for returning families. These reports are filed in your "family records file" maintained at Praise Christian School. These reports must be submitted to your designated team leader on or before January 31 and again by May 26. The process must be fully completed providing all the information as requested on the Semester Check-in report form:

1. Attendance form
2. Report Card with Grades (*Grades 5 and up – numerical grades*)
3. STARMath diagnostic assessment - Grades 1 up or Math sample for lower grades
4. STARReading diagnostic assessment - Grades 1 up or Reading sample for lower grades
5. Written sample of student's work – all grade levels
6. Lesson plan book or teacher's journal

A late fee of \$35.00 is imposed if the reports are not delivered by the end of the month in which they are due. If Praise Christian School is unable to contact the family due to no forwarding address or a telephone number change, the family will be automatically dismissed. Notice of withdrawal will be filed with the local public school board.

Additional student accomplishments may be documented and included in the semester check-in such as, chapter or lessons completed, tests taken, books read, projects completed, papers written, activities and events participated in, etc. The report may also include a brief assessment of your child's overall attitude and character when applying himself in each area of study.

For simplicity, we recommend using the letter grading system (A, B, C...) for grades 4 and below and for grades 5+ numerical grades. Be sure to calculate your grades based on the child's demonstrated mastery of the knowledge or skill. It is misleading to give your child all A's simply because they reviewed the material again and again until they got all the answers correct.

Remember it is important that you keep the master copy of these records in your file at home and that you submit a copy of the reports to your team leader before the due dates. Team Leaders are not required to maintain your child's educational records. All record keeping is the responsibility of the parents. However, a duplicate is filed in the Praise Christian School office. The team leader presents the copy to the Praise Christian School office for filing.

These reports are important when transferring your child to another school. We have found, with this documentation, transferring to public, private or church schools is not a difficult process.

As a rule, days in attendance may be calculated based on each day your child is involved in what you consider as educational activity related to your home education program. We recommend 175 days for a calendar year. Most academic studies are correlated to approximately this number of days. However, it is recognized that schooling at home may reduce the number of days needed to accomplish the material.

### **SUMMARY OF RECORDS**

#### Journal of Study Plan:

- Records the goals and objectives of your educational program for the given school year or grade level.
- Summarizes the resources employed in your program
- Identifies mid-year goals and target completion dates for that program.
- Plans the action and changes as needed.

#### Schedules, Lesson Plans and /or School Journal:

- Objectives or a lesson plan for each day laid out for your children so that they know what is expected of them. This may be as simple as a Math lesson a day or written with more detail.
- Goals/Plans for the week and month time commitments should be laid out on a calendar.
- Establishes and helps you measure a daily/weekly/monthly time line for your educational program
- Calendar notebook may serve for this purpose and double for a school journal summarizing what is actually accomplished during the school year.
- In its simplistic form, the schedule indicates the hours each day devoted to your schooling.

#### Attendance and Academic Calendar:

- Praise Christian School follows a ten-month academic calendar for administrative purposes. August 1 of each year and concludes the following May 31.
- Your family may arrange its schedule and observe holidays in any way that meets your family's needs.
- *In all circumstances, the end of the academic year is May 31. Any work done in June or July generally is credited to the following year.*
- General Rule - each day spent pursuing an educational program is a day of attendance. It is possible to have many more days "in attendance" than the traditional school since your children live at home and are in attendance 365 days a year.
- Minimum of 175 days recommended for a calendar year.
- Indicate days of attendance on your progress reports.

#### Progress Reports:

- Due on or before January 10 and May 10. Late fees apply after the end of each of these months. Grades should be based on an average of graded tests and other related work. They may be based on the parent's *evaluation of student comprehension or demonstrated skill associated with the work accomplished*. Work re-done until the student gets the right answer should not be awarded an "A".
- Be realistic with your grading even if you do not like the results. The goal is not necessarily straight A's, but rather helping your child prepare for, and resolve, real life situations.

#### GPA (Grade Point Average)

- The GPA is based on a 4-point scale, as many colleges require this for admissions. A=4.0, B=3.0, C=2.0, D=1.0.

#### Credits:

- General rule - completed coursework is worth one-half (0.5) or one full (1.0) credit.
- Exceptions may be for extensive vocational study such as, cosmetology or another trade skill in which two (2) credits may be warranted. Often such training may be broken down into two separate areas of study with each earning a full or half credit.
- Full 1.0 credit may be assigned to each course involving a time commitment and demonstrated mastery of material equivalent to a typical course of study such as Math, Science, English, and Social Studies.
- The time commitment required for these credits may be as little as two months with concentrated effort or over a full calendar year or more.

#### Transcript:

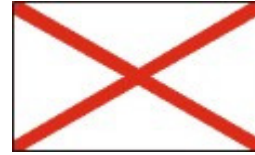
- "Permanent Record" - records completed elementary, middle school, and high school coursework and academic performance. The core courses (Math, English, Science and Social Studies) are scrutinized by college admissions. Other subjects for electives should be included, as applicable. The form must be completed in its entirety before a diploma will be issued.
- An official transcript for each enrolled student is maintained in the Praise Christian School office and updated at the end of the academic year.
- Assignment of a credit is at the discretion of the parent, but is subject to review by the administrator.
- Reporting and recording must represent accurately the accomplishments of the student.

#### Student Files:

- Minimum - keep copies of enrollment paperwork, a record of payments made, progress reports, transcripts, and standardized test results until your child graduates.
- Store your school journal and completed work in a fireproof/waterproof container for at least the last three years of home schooling.


**STATE LAW**

The second and preferred way is known as the "Church School Law" (Ala. Code §16-28-3). Under this statute, students between the ages of 7 and 16 are exempt from the state's compulsory school attendance law if they are enrolled in schools operated by a church or association of churches. [http://www.chefofalabama.org/ala\\_law.htm](http://www.chefofalabama.org/ala_law.htm)



**HOME SCHOOL LEGAL DEFENSE ASSOCIATION**

**Alabama Compulsory School Age - "between the ages of 7 and 16"**

Below is brief summary of the homeschooling law in Alabama. For a detailed analysis of homeschooling in Alabama, see: [Alabama—A Legal Analysis](#)  (Requires [Adobe Acrobat Reader](#))

<b>Alabama Legal Home Schooling Options: <a href="#">1</a> <a href="#">2</a></b>		
	<b>Option: 1</b>	<b>Option: 2</b>
<b>Legal Option:</b>	Establish and/or enroll in a church school	Use a private tutor
<b>Attendance:</b>	None specified (175 days required for the public schools)	140 days per calendar year, 3 hours per day between the hours of 8am and 4pm
<b>Subjects:</b>	None	Reading, spelling, writing, arithmetic, English, geography, history of the United States, science, health, physical education, and Alabama history
<b>Qualifications:</b>	None	Teacher certification
<b>Notice:</b>	File a notice of enrollment and attendance with the local superintendent on a provided form (not required annually)	File a statement showing children to be instructed, the subjects taught and the period of instruction with the local superintendent
<b>Recordkeeping:</b>	Maintain a daily attendance register to be kept by the principal teacher of the church school	Maintain a register of the child's work showing daily attendance and make such reports as the State Board of Education may require
<b>Testing:</b>	None	None

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NOTE: This summary is not intended to be, and does not constitute, the giving of legal advice. Many states have unclear compulsory attendance statutes, and the courts of those states vary in their interpretation of the statutes. Therefore, there is no guarantee any state will accept all of the options for compliance listed under each state. This summary is not intended to be a substitute for individual reliance on privately retained legal counsel such as that provided by Home School Legal Defense Association. .

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 P.O. Box 3000 · Purcellville, VA 20134-9000 · Phone: (540) 338-5600 · Fax: (540) 338-2733 · E-mail: [info@hsllda.org](mailto:info@hsllda.org)

## **WORK PERMIT FOR TEENS**

*Adapted from Guide for the Employment of Teenagers,  
State of Alabama, Department of Labor Child Labor Office*

Youth under the age of 18 must obtain a work permit when employed by a business. Minors under the age of 14 cannot be issued permits, with the exception of 12 and 13 year olds in newspaper delivery. Sporadic part time work may not require a permit. Working part time at home may not require a permit. Concerning Alabama's child labor laws, call 334 223-7641 (Wage and Hour Division, Montgomery, Alabama). All employers in Alabama must keep on file a work permit for each employee under 18 years of age.

### **Permitted hours of work for minors under 18 years of age**

#### **For 16, 17, 18 year olds:**

Students enrolled in school may not work before 5 am or after 10 p.m. on any night preceding a school day.

EXCEPTION: Students who have been granted an exemption by the county or city superintendent or headmaster. The PRAISE CHRISTIAN SCHOOL administrator can provide approval for such an exemption.

#### **For 14 and 15 year olds:**

During the months when public schools are in session:

Not during school hours

No more than 3 hours on a school day

No more than 8 hours on a non-school day

No more than 18 hours a week

Not before 7 a.m. or after 7 p.m. on any day of the week

During the summer months when public schools are not in session:

No more than 8 hours a day

No more than 40 hours a week

No more than 6 days a week

Not before 7 a.m. or after 9 p.m. on any day of the week.

#### **Home schooling:**

Young persons who receive home schooling are subject to certain provisions of Alabama's Child Labor Law.

Persons ages 14 and 15 in a home school situation are restricted from working during the hours in which the public schools of that district are in session. Unless the parent presents to the Department a valid document stating that the child has complete, in an equivalent manner, the course of study for secondary schools.

Persons ages 16, 17, and 18 who are home-schooled are not subject to the hour restrictions contained in the Alabama Child Labor Law. They may not, however, work in hazardous occupations prohibited by law.

#### **Procedure for Obtaining the Work Permit:**

1. Obtain a work permit application form. These forms are available at your local Board of Education or through the State of Alabama Department of Labor. Praise Christian School has some copies available.
2. The parents together with the Employer will complete the application form. Parents will file and sign the portion of the application form pertaining to the school. The Parent signs as the teacher.
3. Submit the completed application form to the Board of Education or other designated agency and the permit will be issued.

## YEARBOOK



The high school student receives instruction in

1. Basic layout design and theme oriented design,
2. Techniques in journalistic training: writing captions, headlines, and other such information,
3. Photography techniques,
4. Assessing and selecting interesting photographs,
5. Cropping pictures,
6. Marketing and sales techniques,
7. Preparing materials for professional printers, and
8. Organizational skills.

Students may earn  $\frac{1}{2}$  high school yearbook credit.

Requirements include:

- (1) Weekly Attendance – If the student is not there, the work will not be completed!
- (2) Journaling each session - Each student will have his/her own notebook to record the activities of the class session. This helps with requirement # 4 and is checked each week.
- (3) Each student will complete his/her job descriptions by set deadlines.
- (4) In May, each student will submit a one-page essay of what he/she learned in the yearbook class. The essay is graded on content and helps determine the student's grade in the class. This is to ensure that each child gained something while earning the course credit.

The ultimate goal is to produce a quality yearbook.