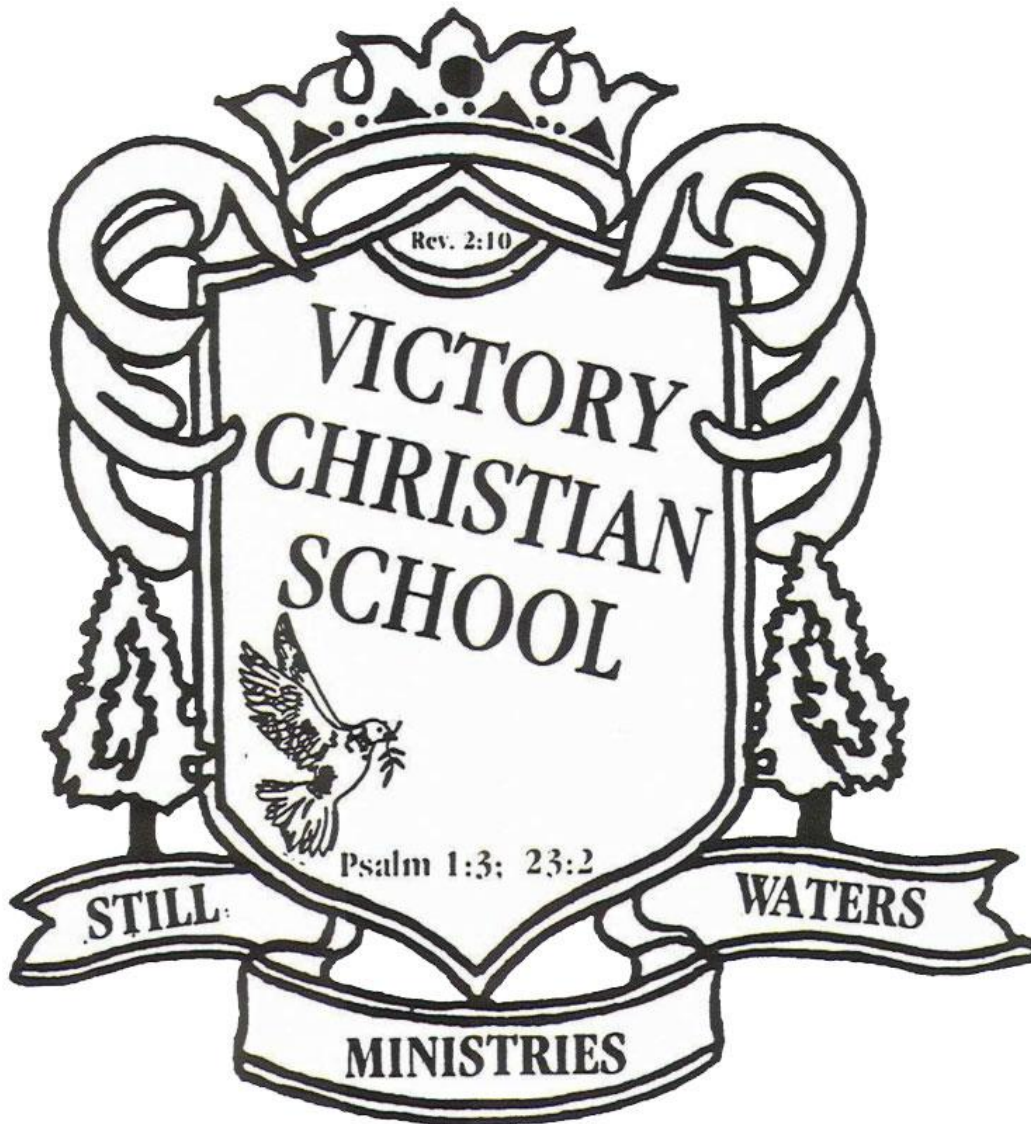


VCSS HANDBOOK





Victory Christian Satellite Schools, LLC

6191 SW County Rd. 344 ~~ Trenton, Florida 32693

1 (352) 463-8663 ~~ vcscornwell1981@gmail.com

www.vcschief.org

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~~~~~ INTRODUCTION ~~~~~

Other than the Gospel itself, nothing should be more important in this day and age than methodically solid, biblical Christian education. It is the order of the day, and Rev. Carl C. Cornwell and Dr. Geneva Diane Cornwell have made great strides fulfilling this mandate. Christian schooling is intended to provide biblical teaching in and for all of life, but we do not find the evidence of such in every instance. The latter, however, cannot be said about the Cornwells and **Victory Christian Satellite Schools, LLC**.

- Since the inception of **Victory Christian Satellite Schools, LLC**, the Cornwells have traveled many thousands of miles each year to work with home schooling parents and their children. They make in-home visits, often in out-of-the-way places and under a variety of circumstances, to pray and encourage parents and students alike, to provide assistance out of a deep commitment that every child has the opportunity to receive a bona fide Christian education. Not only is biblical and expert academic guidance provided, but also parents can find security in the knowledge that **Victory Christian Satellite Schools, LLC** lives up to its promises.

We have known the Cornwells since the mid-80's, when we traveled to their city to evaluate a Christian school where Dr. Cornwell was headmistress. The school had applied for accreditation, following our investigation and approval, with the International Association for Christian Education. Since that time we have witnessed the steady growth of their ministry as they continue their trek toward improvement in the field of Christian education, until the opportunity arose for them to purchase property near Trenton, Florida, where they could expand their work.

The Cornwells' mission continues to be successful. They can proudly claim that since the first graduating class of 1988, 95% of secondary school students graduating from **Victory Christian Satellite Schools, LLC** did so with a minimum 3.7 grade point average while 95% of its alumni either attend college, vocational / technical school, or work in the missionary field.

We know that Christian education requires the disciplining of minds according to God's word. It is not as simple as memorizing Bible verses and singing children's phrases learned in the church nursery. Christian education means applying Scripture to every facet of life; it means establishing a solid, responsible Christian world view. Someone once defined Christian education as a "Copernican" revolution which comes to see Scripture as the sun as its center, and that sun, that light provides the light in which we see everything else..."

The Cornwells have captured the vision and we have been pleased to see what they have accomplished.

For quality Christian education,

(the late) Raymond O. Lewis, C.Ed.D.

(the late) Marilyn M. Lewis, Ph.D.

Christian Awareness Ministries ~~ Headland, Alabama



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PREFACE

The VCSS Essential Handbook was seven years in the making. The idea was first planted as a seed in our hearts at the end of 1987. We then began praying about how we wanted to make it something different, but also have the usual aspects of a school handbook. We felt that a handbook would be a useful tool in eliminating time spent in telephone conversations or on the computer through emails, thereby assisting parents with answers to frequently asked questions.

The VCSS Handbook idea was one to be a resource for forms, outlines, guide sheets, lists, helps, etc. We also desired to have a handbook that would be a ready resource which could be used year-after-year, with the capability of expansion and/or reduction of page revision replacement.

The VCSS Handbook is a compilation of hundreds of hours, and years of prayer and work regarding research, compiling, deleting, typing, printing and assembling to give you, as a parent in home education, a resource that will not only improve your teaching and record-keeping skills ; but also your communication with us.

The VCSS Handbook is designed to reduce costs to you, and to the school, in money, time and effort. It is our prayer that it will assist us in fulfilling needs that you may have, either now, or later.

The VCSS Handbook is a result of creative suggestions made by many people to improve standards of the school as it continues to be a school of equity, excellence, integrity, and creativity.

The VCSS Handbook is **not** meant to replace any personal contact between us and you, for since the school's inception we have never, ever wanted anyone of VCSS to become "just a number." We always desire to make ourselves available, for we know that VCSS would **not** exist without you and your children. You are important to us, not only as a part of the Victory Christian Satellite School program, but you are important to us as individuals who are unique, with special aptitudes and talents.

The VCSS Handbook is a manifestation of the great things God has done, not only in our lives, but in the lives of each person who so willingly, unselfishly and lovingly gave of the project, and giving the Lord all the glory that this project is finally completed.

We hope that you are as blessed to have it available as we are blessed to get it to you. We gratefully and humbly remain your servants,

Carl C. Cornwell and Geneva Diane Cornwell - Administrator and Director, respectively



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Victory Christian Satellite Schools, LLC is a satellite system of private schools, which provides enrollment for parent directed education. VCSS is a legal option to families for meeting the compulsory attendance requirements in Florida (Reg. # 210138). Because of its international accreditation membership VCSS also meets the compulsory attendance for all other States in the Union. (It holds accreditation membership (#70124) through the National Association of Private Schools, Oklahoma City, OK) Because both the school and its director hold credentials, one parent in each member family is awarded a certification to teach and instruct, while the member family’s residence is certified as an official “school plant.”

12 ADVANTAGES OF MEMBERSHIP:

1. Enrollment in a private school, under the supervision of a director who holds a doctorate in education and is a nationally certified teacher with the Association of Christian Teachers and Schools – Brandon, Florida;
2. Primary visit consists of one "in-home" by both Cornwells;
3. Parents may choose own curriculum;
4. Record-keeping of grades, attendance, and achievement test scores / evaluations;
5. Annual achievement testing available (Grade level - “Pre-K through 12th);
6. Learning styles and motivational giftings evaluation and recommendation;
7. Home school / curriculum consultation;
8. High school transcript and diploma;
9. Official record of grades for “Good Student” driver car insurance discount;
10. Easy transfer of records to private or government day school program;
11. Affiliate school with “College Board” (School Code # 101647);
12. There are no long distance fees charged coming from the VCSS office.

FEE SCHEDULE:

New Family Consultation fee (payable one time only)	\$175.00
Annual Registration (no monthly tuition fee)	
1 child in family	\$150.00
<i>(Registration fees have not increased since 1998\)</i>	
2 children in family	\$250.00
3 or more children in family	\$325.00
Records transfer fee from former school Per student	\$ 5.00
Individual Senior fee	\$ 60.00
(NOTE: “Family Consultation” fee and “Senior” fee subject to change without notice.)	

ADDITIONAL SERVICES:	Enrolled Families	/	Non-enrolled Families	Annual Basic Skills
Achievement Test	\$55.00	/	\$65.00	
Evaluation of student’s portfolio	\$55.00	/	\$65.00	
Fee includes the cost of shipping material back to the home of the student.				

(NOTE: All “Additional Service” fees are subject to change without notice.)



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PURPOSE OF VCSS:

The Founders / Directors and Regents Council members of **Victory Christian Satellite Schools, LLC** believe that God holds parents ultimately responsible for the education and spiritual training of their children. VCSS was established to support Christian families in raising their children according to Deuteronomy 6:6&7 and to assist and encourage them in their calling to educate their children at home.

HISTORY of VCSS:

- **Victory Christian Satellite Schools, LLC**, with the original name as Victory Christian School, was founded in 1981 by Rev. Carl C. Cornwell and Dr. Geneva Diane Cornwell, when they began educating the last three of their eight children at home. They presently serve as Administrator and Director / Advisor.

ADVANTAGE of VCSS, LLC:

Families have the advantage of a **private school** confirming their course of study, **are not** obligated to report achievement test scores or file a notice with the local school board, have easy transfer of records to another school, and have more flexibility than traditional correspondence schools. The VCSS high school program provides official transcripts and a private school diploma with graduates eligible for college scholarships. No credits of VCSS students have ever been refused by any high school or college.

STATEMENT OF FAITH:

We believe that the Holy Bible is the inspired and inerrant Word of God. It, alone, is the final authority in determining all doctrinal truths.

We believe in one God, co-equal and co-eternal in three distinct persons: Father, Son and Holy Ghost.

We believe Jesus Christ is God the Son. On earth, Jesus was 100% God and 100% man; the only man ever to have lived a sinless life. He was conceived by God the Father, through the Holy Ghost, in the womb of the virgin Mary. The blood that Jesus Christ shed on the cross is sufficient to cleanse man of all sins. He was physically resurrected from the dead three days after His death and will visibly return to earth for the second time to establish His kingdom.

We believe repentance is the commitment to turn away from sin in every area of our lives and to follow Christ. We are saved by grace through faith in Jesus Christ, His death, burial and resurrection. Salvation is a gift from God, not a result of our good works or of any human effort.

We believe one day all believers and unbelievers will be physically resurrected. Heaven is the eternal dwelling place of believers in the Gospel of Jesus Christ. The unbelievers will be judged by God and sent to hell where they will be eternally tormented.



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STATEMENT of POLICY:

Since the inception of VCSS the following policies were established and apply to all families whose children are enrolled in **Victory Christian Satellite Schools, LLC**. Each parent, by signing the “Parental Agreement Sheet,” is stating that they have read these policies, acknowledge their responsibility to the school and obligate themselves to fulfilling these policies.

APPLICATION AND ENROLLMENT:

Application for enrollment in **Victory Christian Satellite Schools, LLC** is open to Christian families who are committed to Jesus Christ and are in agreement with our statement of faith. VCSS does not discriminate in regard to race, color, national or ethnic origin; however the directors of VCSS do reserve the right to deny enrollment based on religious beliefs and affiliations.

PARENTAL RESPONSIBILITY AND INVOLVEMENT:

The policies of VCSS require that one or both parents are responsible for at least 75% of the student’s education. This means that a student must have study / written work, tests, etc. assigned and turned into a parent for the majority of their courses of study. Engagement of a tutor is acceptable.

LEGAL CONSIDERATIONS:

Victory Christian Satellite Schools, LLC provides a legal option to families for meeting compulsory attendance requirements expressly in Florida. Students enrolled with VCSS are not under the Florida Home-based Education statute since they are enrolled in a **private** school (Florida Statute Ch. 232.021) This means you will not have to file your “Notice of Intent” to home school with your local district. If you have been filing a “N.O.I” in the past, once your children have been accepted by VCSS you will need to notify your school district that the children are now enrolled in a “private” school. Should your children, at any time in the future, be no longer enrolled with VCSS, you will need to contact your school district and begin filing a “N.O.I” again.

Because of conflicting public opinion and the inconsistency of legal statutes, **Victory Christian Satellite Schools, LLC** cannot insure that families enrolled in its program will “never” be subjected to legal scrutiny. VCSS wants each family to be aware of the legal liability that they may face. Each family is encouraged to consider membership with the Home School Legal Defense Association. HSLDA provides experienced legal counsel and representation by qualified attorneys to their member families who are challenged by government officials in the area of home schooling. All attorney’s fees and costs are paid in full directly by the Association. Applications for HSLDA may be obtained by contacting HSLDA at P.O. Box 159, Paeonian Springs VA 22129; phone # 1(540) 338-5600 or at the web site www.hslda.com.



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REGISTRATION WITH VCSS PROVIDES:

1. Accountability, school handbook, consultation services and free long distance service from the VCSS office;
2. An experienced administration which offers a secure place for record keeping;
3. An entity where each student is given an opportunity for an individualized course of study;
4. A personalized program of instruction through a certified tutor;
5. An opportunity for each student to learn on a one-on-one basis;
6. An opportunity for each parent / teacher to stimulate a love of learning in their child;
7. An atmosphere (the home) where creativity, potential and genius are activated;
8. Professional academic advice and counseling, if needed;
9. Encouragement and support;
10. Encouragement for godly character growth and service to others;
11. Accreditation that is nationally recognized;
12. The Victory Intern Vocational Apprenticeship (V.I.V.A.) program for students who wish to earn a regular diploma through hands-on learning skill development;
13. Assistance in dual enrollment in college for the high school student;
14. A certified transcript when needed.



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REGISTRATION:

Applications are accepted all year round unless the enrollment for any given year, ending in February, has reached its limit of 250 registered students. If so, the applying family's name will be placed on a waiting list, and the parents will be sent a notification in the mail. To apply for enrollment with **Victory Christian Satellite Schools, LLC** mail the signed "Admission Application" to the VCSS Office. Upon the receipt of the application, you will be contacted to schedule a telephone interview.

FEES / REFUNDS:

Due to processing expenses, once your registration is accepted by VCSS, **no refunds** will be given. Each student registration expires the **last** day of the **preceding** month of the **initial** registration month.

Because it is realized that many families are on a limited budget, the **Victory Christian Satellite Schools, LLC** administration does allow for "90-day pay" toward registration fees, however, once the process of admittance is begun there is **no refund**.

NOTE: You **must** take responsibility in making the payments until paid in full, for **no** reminder will be sent to you.

If you cannot pay the full amount at once, please read the following instructions:

1. Add the total amount of the fees needed, divide the total by 3, and round off the amount. The larger of the three amounts should be your first payment. Send the VCSS office the **greater** amount of the three sums.
2. Include "Parental Agreement Sheet," your letter of "why" you want to home school and "who" referred you to VCSS.
3. Include directions to your home.

IMPORTANT NOTE: Until the whole amount has been paid, which may take from six to twelve weeks, depending on you, nothing will be done to further advance your registration with VCSS. When the last payment is received, the following will happen:

A request for records for your child will be sent to the previous school.

You will receive an email or phone call from the VCSS office to establish a date and time that is convenient between you and the Cornwells to come for an –in-home visit and to administer an entrance test to your child(ren).

You will receive a VCSS packet to establish your home as a VCSS satellite school. So, the quicker the fee is paid in full, the quicker you will be established with VCSS.

ATTENDANCE: VCSS requires a minimum of 170-180 days of study per a 12 month period or no less than nine months. Most families choose "year-round" schooling using the "1-5-1-5-1 Schedule."

TRANSFERS: If you are transferring your child to Victory Christian Satellite Schools, LLC from another school, you will need to complete and sign the last portion of the "Parental Agreement Sheet" before submitting it to the VCSS office. Your child's previous school will then be notified and that school's administration is then obligated by law to send the student's cumulative folder to the VCSS office. Acceptance of your application will not be given until prior records have been received and reviewed. If VCSS cannot accept your application, your child's records will be returned to the school that sent them. When transferring from VCSS to another school it is the parents' responsibility to notify VCSS in writing.

Do not notify the new school and tell them you are home schooling. Your children are enrolled in Victory Christian Satellite Schools, LLC (which is a bona fide PRIVATE school) and that is what you must tell the school officials. Please note: The VCSS office must have all attendance and progress reports up to date in order to complete your transfer of records.



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PARENTAL AGREEMENT INFORMATION AND GUIDELINES:

The primary concern of VCSS is to be responsible to the State in which each registered VCSS member family resides. Upon registration with VCSS the Student's parents become a vital part of VCSS by participating as principal and certified instructor/teacher in as satellite school of VCSS within their own County and State of residence.

The primary responsibilities of the VCSS Administration are as follows:

1. Keep all student/school records on file.
2. Keep the registration of the school current with the Florida State Department of Education.
3. Keep the accreditation of VCSS current.
4. Keep the parent/teacher informed of changes within the administration of VCSS.
5. be supportive of parents regarding their student's spiritual, mental, academic and physical needs.
6. Furnish the parent/teacher with masters of all revised VCSS record keeping forms, which are included in the web site VCSS Handbook.
7. Be in contact, monthly, by way of email, with a message of encouragement.
8. Notify VCSS parents of any legislative changes which may affect their status as home educators.

Other responsibilities of the parent/teacher registering student(s) with VCSS

1. Heed the VCSS Handbook instructions;
2. Notify the VCSS Office **immediately** of any governmental attempts to interfere with the parent directed home education of the VCSS registered student.
3. For personal files make copies of **all** correspondence, forms, reports, etc. sent to the VCSS Office. (This is for your protection, should you need them.)
4. be attentive to email reminders of when reports are due;
5. Understand that no new student enrolling with VCSS in the 11th grade may graduate earlier than the time frame of **9 months minimum**, allowed for that current school year.
6. Parents will be directed to register with another entity other than VCSS whose youth is unwilling to submit to authority, whether it's the student's parents, pastor and/or those in law enforcements

To be a school of integrity, equity and professionalism, the VCSS Office needs a profile of each student's academic accomplishments during the current school year, better known as the "Cumulative File." The following will give the parent/teacher academic choices for each student being taught, depending on age, understanding and knowledge. (See next page)



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1. With the parents' assistance, those students in the Kindergarten through 3rd Grade must complete a **minimum** of "3" and a **maximum** of "6" "VCSS Field Trip Questionnaire" sheets. The sheet may be copied as often as needed for personal family use only.)

2. Students in the 4th through 12th grades may follow the Project Guidelines for reports, essays and bookmaking **OR** may do the following:

A. use the "Hymn Unit Study"

B. Submit to the VCSS Office a **minimum** of two (or more) completed "4-H" project books or '1' completed portfolio if the student is a member of the Civil Air Patrol, Junior ROTC or The Young Marines.

<http://www.national4-hheadquarters.gov>

<http://www.cap.gov/>

<http://www.jrotc.org/>

<http://www.youngmarines.com/>

C. for the reluctant writer, the student may complete "P.A.S.E." assignments (Parent Assisted Student Essay.)

INSTRUCTIONS for "P.A.S.E.": With the parents' assistance the student must dictate and then copy a 75-350 word essay on **each** subject being studied during the course of a given school year.

(**NOTE: The number of words in the essay should be determined by the parent/teacher while considering the age and understanding level of the student.) Each essay needs to include what the student has **learned**, the **challenges** and **triumphs** experienced from growth and understanding. There should be a **minimum** of **6** essays representing **one** each of the basic and content subjects.

BASIC subjects involve the basics of reading, writing and arithmetic.

CONTENT subjects involve Literature, History, Geography and Science.

For the high school student, if **elective** subjects were studied toward graduation credit, then more essays need to be submitted to the VCSS Office.

NOTE: Regarding "P.A.S.E.": To assist the parent/teacher, essays may be used as a "test" for grade scoring for any given quarter; grades of which may be used to be reported on the VCSS "Student Graded Report Sheet." Should the parent/teacher opt to use the essays as tests, there should be a minimum of 200 words and a maximum of 350 words in the essay, again, depending on the age, understanding and writing level of the student. A graded score is given with regard to the student's understanding of English grammar, punctuation and content of the essay.



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STUDENT QUARTERLY PROGRESS and “END-OF-THE-YEAR” REPORTS:

(If your school year round, you will need to submit ‘4’ quarterly reports. If you only “school” for ‘9’ months then only ‘3’ reports are required.)

The MONTH report is due in plain view at the top of each report sheet. The report is due during that given month. A reminder will be sent by email. Before submitting report, make sure you circle the month in which you are reporting. If extenuating circumstances occur and you cannot be on time with the report, you **must** contact by email or phone, the VCSS Office at least 5 days **before** the report is due and explain when you plan on submitting the report. For security, all end-of-the-year reports should be sent by USPS, UPS, DHL, or Fed Ex.

Graded Report Sheet - Attendance Report - Music, Art and PE Report Field Trip Questionnaire - Creative Writing, Books or Book Reports

NOTE: Please keep in mind that these reports are required for enrollment with VCSS and are a helpful record-keeping tool for you as the teacher. The quarterly reports constitute your student’s academic record, so accurate reporting is very important. For high school students you **must** send to the VCSS office two semester graded reports sheets; one at the end of the second quarter, sent with **December’s** quarterly report and a completed one, along with the quarterly report, sent **no later than June 15th** of any given high school year. This is done for proper recording of grades and credits. When sending the “end-of-the-year” reports for each registered student and for any grade level, be sure that you include student book reports, essays or a copy of the student's self-made book, signed attendance report sheet, “Music / Art / P.E.” form completed and signed by you, as well as the last quarterly report for the year and the completed “Student Graded Report” sheet.

CHANGE OF ADDRESS and/or PHONE NUMBER

If you move and/or change your phone number, please notify the VCSS office as soon as possible.

OFFICE INFORMATION

If you have questions, please call Dr. Cornwell, VCSS Director at #1 (352) 463-8663, leave a detailed message, with your name and number and she will call you back as soon as possible and at no charge to you. If you’d like to Email her then do so, at vcscornwell1981@gmail.com. If you do not receive an answer with 36 hours, then know that both she and her husband are away ministering to other families either within the state of Florida or outside the state.

COURSE OF STUDY

Academic requirements for **private** schools differ from those for home schools. All state private school laws require that a “basic academic education” must be provided. The curriculum should consist of, but not limited to: communication skills of reading, writing and speaking; mathematics; history, civics, literature and science; Federal Constitution; honor and use of the flag; Florida (and other State) history and government and the “effects” of alcohol and drug use.



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As previously stated **parents are free to use the curriculum of their choice.** Parents may choose the curriculum and style of home education which best suits their family.

SCOPE AND SEQUENCE FOR THE PRIMARY GRADES

Kindergarten through Fourth

~~ *Literature Studies (Language Arts)* ~~

- **READING:** Word recognition, oral reading skills, comprehension, vocabulary building developing a love of reading.
- **WRITING:** Copy-Dictation/Dictation-Copy method. Using this method teaches the kinds of sentences and beginning parts of speech.
- **PARAGRAPH:** Process of writing a paragraph and writing letters to people; continuation of the Copy-Dictation/Dictation-Copy method. **GRAMMAR:** Capitalization and punctuation (only on the basics!)
- **SPELLING:** Use of one and two syllable words; sometimes those with three syllables.
- **PARTS OF SPEECH:** Nouns, pronouns, verbs, adjectives, tenses.
- **STUDY REFERENCES & SKILLS:** Book parts, dictionary use, maps, library, listening, telephone etiquette and speaking to elders.
- **LITERATURE & CREATIVE EXPRESSION:** Bible, fiction, non-fiction and poetry.

~ *Arithmetic (Math)* ~

- **SEQUENTIAL ORDER OF ONES:**
 1. Use of *manipulatives** are highly recommended
 2. Positioning and classifying objects
 3. Counting from 1 to 10 and to 100
 4. Addition & subtraction concepts of basic facts
 5. Shapes, measurements, time and money.
- **SEQUENTIAL ORDER OF 10's & 5's:** Use of the *Hundred Board* is highly recommended as a supplement to manipulatives. *

“How to Make Your Own Hundred Board”

Directions are available by sending a self-addressed stamped envelope (2 first class stamps) to:

Victory Christian Satellite Schools, LLC (or simply VCSS)

6191 SW County Rd. 344 Trenton FL 32693

- * **Manipulatives** are any objects that can be touched and moved around;
e.g. coins, dried beans, buttons, tiddly-winks, pick-up sticks, straws, popsicle sticks, etc.



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SCOPE AND SEQUENCE FOR THE GRADES

Fifth through Eight

~~ Literature Studies (Language Arts) ~~

- **READING:** Main idea, writer's purpose, main character, mood, suspense, visualizing, inference, types of reading;
- **WRITING A PARAGRAPH:** Keys to good writing, opening paragraph, rhyme and rhythm, summary, conveying a theme; Defining through context, figures of speech, imagery, setting;
- **STUDY SKILLS:** Concentration, research and verifying reading for details, outline;
- **LITERATURE and CREATIVE EXPRESSION:** Bible, fiction, poetry, non-fiction (biography, history, geography, science).

~~ Scope and Sequence of Higher Arithmetic ~~

- **5th grade - GAINING SKILLS:** Addition and subtraction, shortcuts, units, checking, multiplication, division, measure and graphs;
- **6th grade - UNDERSTANDING NUMBERS:** Building on what's been learned in the previous year and adding to that instruction in the four operations (mental, mechanical, horizontal and vertical);
- **7TH grade - MASTERING NUMBERS:** Building on what's been learned in the previous two years and to that instructional knowledge in percents, relevant information, banking, metric measures, tables;
- **8TH grade - APPLYING NUMBERS:** Building on what's been learned in the previous three years and adding to that instructional knowledge in powers, square root, operations, integers, ratio, beginning algebra.



Victory Christian Satellite Schools, LLC

6191 SW County Rd. 344 ~~ Trenton, Florida 32693

1 (352) 463-8663 ~~ vcscornwell1981@gmail.com

www.vcschief.org

HIGH SCHOOL PROGRAM

PURPOSE:

The purpose of the High School Program is to provide students with academic validation through a level of accountability while allowing parents the freedom to educate their children in their own style.

CREDITS:

Victory Christian Satellite Schools, LLC offers three resources to assist the parent/teacher in planning and compiling credits for their student in helping their child to earn the amount needed to graduate.

- A **Carnegie Credit Unit** equals a minimum of 120 hours of class work per 9 months. A credit unit is a measure of time spent on the material, not a measure of the quality of work completed. You as a parent/teacher may also plan to include one day per week for labs, research, independent reading, review, and/or field trips.
- Provide a “**Curriculum Being Used**” (a proposed course of study) form for the subject matter to be studied.
- Use “**VCSS High School Graduation Requirements**” as your guide and you may also make use of the “Resources to Help You” list, to assist you in acquiring the curriculum which best suits your child’s learning style. If you need assistance, please do not hesitate to contact the VCSS office.

Courses taken through a private or government high school, a tutor, a correspondence course, or a community college must be documented on the student’s “Curriculum Being Used” form, as well as the “Student Graded Report Sheet” for such a course work to appear on the student’s VCSS high school transcript.

TRANSCRIPTS:

One of the main benefits of the High School Program is the formal, certified transcript that the student will receive through **Victory Christian Satellite Schools, LLC**. Upon completion of all of the required courses, a copy of the transcript will be provided. The parents or guardian must make the request in writing with the name of the college or school where the student will be attending after graduation. The request must be accompanied by **\$10.00** to cover the cost of preparation and mailing. The parents will also receive their own file copy of the transcript.

Depending on the time of year and the case load of requests for transcripts, there is a **14 day** wait to process the request. If a transcript is needed in less time, a **\$20** fee per transcript must accompany the request. These requests require at least a **24-hour** notice to process

GRADES :

Each student is under the instructional supervision of their parents, and **Victory Christian Satellite Schools, LLC** is responsible in overseeing the parents. Grades issued for work completed will be given by the parents and submitted to the VCSS office on the quarterly and semester report forms. To maintain consistency as a school, the grading system which VCSS has established must be used.

Parents need to submit a numerical percentage grade on the “Student Graded Report” sheet. Colleges require that students have a GPA and the only way that VCSS administration can determine the GPA is with numerical grades. Parents should have a plan for assigning grades before school begins.



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VERY IMPORTANT VCSS HIGH SCHOOL INFORMATION

In the event that VCSS high school graduation requirements change, those changes **do not** affect **currently** enrolled VCSS students who are in Grade 10, 11, 12.

VCSS gives the student an option to acquire extra credit if he/she chooses to study subject matter in new requirements.

~ ~ ~ ~ ~

THE “V.I.V.A.” PROGRAM

The Victory Intern Vocational Apprenticeship Program was developed in 1999 to benefit the auditory or visual / kinesthetic (hands-on) learner, who has difficulty with the conventional way of learning. This type of student may have no aspirations of attending a two or four year academic college, but may wish, after high school graduation, to further his/her education at a vocational/technical school or even apprentice under someone who works in a vocation of a chosen interest.

The V.I.V.A. Program is an ungraded program and when completed the student will receive a **regular** high school diploma.

Because the “V.I.V.A Program” is a special one, there is limited in enrollment for each school year, so those students who are sincerely interested in this program are invited to enroll during the second semester of the 10th or 11th grade to begin in August or September of the current year's enrollment.

For detailed information as to how the “V.I.V.A. Program” works, please send a self-addressed, doubled STAMPED envelope to the VCSS Office, 6191 SW County Rd. 344, Trenton, Florida 32693.

~ ~ ~ ~ ~



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HIGH SCHOOL GRADUATION REQUIREMENTS

COURSE OF STUDY	CREDITS NEEDED	COURSE DESCRIPTION
Bible	4 (1 per year)	Old Testament, New Testament – 2 years of each
English	4 (1 per year)	9 essays, themes, or reports per year
Math	4 (1 per year)	Pre-Algebra, Algebra I & II, Geometry, Consumer Math (If desired, Calculus and Trigonometry)
History	4 (1 per year)	World History 3 years, US History 1 year
Geography	1	Use any textbook or guide
Science	4 (1 per year)	Earth, Creation, Life & Applied Science (Biology, Chemistry, Physics)
Civics	1	Critique one current event per week for 22 weeks
US Government	0.5	Use any Christian course
Economics	0.5	Use any Christian course
Environmental Studies	1	Read and write 1 report each from books “Trashing the Planet” and “Environmental Overkill”
Humanities or Music and Art Appreciation	1	1 year of Humanities Or 2 years of Music and Art Appreciation lessons, 1 lesson per week for both Music and Art for 40 weeks
Personal Exercise Program	1 (0.5 per year)	Importance of Physical Exercise Engage in some type of physical exercise at least 3 times per week during course
Community Service	100 hours	Student can take up to 4 years to acquire the hours. Volunteer hours must be documented on VCSS Time Card by an adult other than the parent. (Request form VCSS Office.) Completed time card must be sent to VCSS Office. Volunteer hours to a family member are not acceptable.
HIGHLY RECOMMENDED ELECTIVES	Foreign Language	Spoken or ASL (2 credits for college entry) Latin recommended
	Bookmaking (Counts as 9 reports – Make copy for VCSS Office)	Write, illustrate and assemble own book
	Etymology	40 week study of the evolution of the English Language
	Critical Thinking / Logic	
	Computer Skills I & II	
	Typing Skills	
	Life Management Skills	
	Health and Family	
OTHER ELECTIVES	Agriculture, Animal Husbandry, Appliance Repair, Apprenticeship, Arts & Crafts, Auto Mechanics (Can include body repair and/or Detailing) Bachelor Studies (for boys), Home Economics (for girls), Carpentry, Child Development, Consumer Education, Cosmetology, Culinary Arts, Drivers Education, Electronics, Gardening, Genealogy, C.A.D., Journalism, Lawn Care/Maintenance, Photography, Plumbing, Quilting, Sewing/Clothing Design, Small engine repair, Woodworking.	
Minimum of 27 credits required to graduate.		
Courses in BOLD are required. Depending upon the ability and desire of the student, all other listed courses are highly recommended, since whatever courses the student completes will raise the grade point average (GPA) and assist the student in vying for college scholarships. To receive a VCSS diploma, the student must be enrolled full time with VCSS for a minimum of ‘9’ consecutive months. See “High School Graduation Checklist”.		



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INDIVIDUAL BASIC SKILLS ACHIEVEMENT TESTING:

Dr. Geneva Diane Cornwell makes herself available to administer achievement tests and evaluations for grades Kindergarten through Eleventh grade.

The policies of VCSS parallel that of all home-based education laws. VCSS **requires** that students are tested during, or soon after, the given present school year; grades Kindergarten through 10th or 11th (ages 6 through 16). Dr. Cornwell administers:

The Peabody Individual Achievement Test (PIAT-R) (untimed)

The Kaughman Test of Achievement Test (K-TEA) (untimed)

The California Achievement Test (1976 Norms) (timed)

Of her availability dates for testing, a special notice is sent out by postal mail.

If you have a child who needs to be **evaluated**, in lieu of testing, these results will be accepted in place of test scores.

NOTICE: VCSS family members are **not** required to test at the VCSS office or use the services of Dr. Cornwell. VCSS member families may use the services of another state certified teacher and whatever test he/she uses. The **original** test scores **must** be submitted to the VCSS office.

Testing & Evaluation Fees Families	Enrolled Families	Non-enrolled
Annual Basic Skills Achievement Test	\$55.00	\$65.00
Evaluation of student's portfolio	\$55.00	\$65.00



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BASIC SKILLS TESTING COMPARISON

The majority of the U.S. State Departments of Education require that an annual test of basic skills be administered to school-aged students. (If you do not live in Florida and you are a member family of VCSS, you can check the DOE regulations of your home state by asking for the State law reference book at your local library or you can go on-line.) There are many different nationally-normed tests that allow the student to meet the criteria.

You may be familiar with one or more of the following standard tests: the American College Test (ACT), the California Achievement Test (CAT), the Comprehensive Test of Basic Skills (CTBS), the Metropolitan Achievement Test (MAT), the Preliminary Scholastic Aptitude Test (PSAT)*, the Scholastic Achievement Test (SAT), or the Stanford Achievement Test, and, in Florida, the Florida State Standards Test (FSST). All of these mentioned above are visual, timed, very competitive tests which show student results in one or more of the following areas: grade equivalency, stanine, and/or percentile rank.

Then there are the untimed, one-on-one tests, such as the Kaughman Test of Educational Achievement (KTEA)*, the Peabody Individual Achievement Test (PIAT), the Woodcock-Johnson Achievement Test, the Diagnostic Comprehensive Inventory of Basic Skills (Brigance) and others. These tests are oral, visual or a combination and are not competitive. The results for the student show in the areas of age and grade equivalency, academic strengths and weaknesses (standard scores), as well as percentile rank. Some also give a stanine score.

Below is a list which will be of assistance as you, the parent/teacher, in helping you to decide which test is the best for your child. *These tests are given by Dr. Cornwell.

TEST	TYPE	REASONS FOR TAKING	COST
Brigance	oral and visual (Not administered by Dr. Cornwell)	Identifies learning disabilities; Superior test for readiness screening. Excellent for the student who is familiar with the PIAT and KTEA.)	Pricey (<i>due to time it takes to give the test</i>)
K-TEA	visual and oral	Highly recommended for the older student just beginning the home education process; recommended after taking the PIAT 3-4x; (It is more accurate regarding Grade equivalency.)	Reasonable
PIAT-R-NU	oral	Establishes a base from which to begin the teaching and learning process; also allows the test administrator flexibility to observe modality traits. (Excellent for the auditory learner.)	Reasonable

To the Victory Christian Satellite Schools, LLC member family who is committed to home education from Kindergarten through High School, the following annual basic skills testing guideline is recommended for ages 5 - 17 (18).

Kindergarten PIAT	1st Grade PIAT	2nd Grade PIAT	3rd Grade PIAT	4th Grade PIAT or K-TEA
5th Grade K-TEA	6th Grade K-TEA	7th Grade PIAT or PSAT	8th Grade K-TEA or PSAT	
9th Grade K-TEA or PSAT	10th Grade PSAT and SAT	11th Grade PSAT and SAT	12th Grade SAT or ACT	



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ADULT HIGH SCHOOL PROGRAM

For adults who did not complete high school, Victory Christian Satellite Schools offers its "**Adult High School**" program. Since its inception in 1990, many adults have shown interest in the program and have earned, and been awarded, a regular high school diploma.

The "**Adult High School**" program also gives credit toward high school graduation if the parent seeking a regular high school diploma is a home-educating parent, or is a spouse of a Victory Christian High School graduate.

To initiate the process,
Submission of the following must be sent to:
Victory Christian Satellite Schools, LLC
Adult Education Department
6191 SW County Rd. 344, Trenton, FL 32693-6305

- ✓ a non-refundable **fee** for registration in the amount of \$175 after which there is a \$25 quarterly nonrefundable tuition fee charged. (Make check or money order payable to VCSS, LLC.)
- ✓ Submit a letter of **application** as to why the adult wishes to earn his diploma, written to the attention of:
Rev. & Dr. Cornwell and included with the VCSS application form.
- ✓ Submit a letter of **reference** from the student's pastor, a close Christian friend, associate or counselor.
- ✓ Submit a typed and signed personal **testimony** of student's walk of faith in Christ Jesus.
- ✓ Submit a typed and signed "life experiences" **essay**. (May include what has been learned while a home-educating parent.)
- ✓ Submit a typed and signed **essay** about practical skills learned over the years.
- ✓ Submit the completed and signed VCSS Adult High School Registration Form

Although the requirements do parallel with the regular Victory Christian High School requirements, the requirements for the "**Adult High School**" program are designed to meet the specific needs of the individual student. Beginning assignments are sent upon approval of the application and subsequent assignments are sent at end of each quarter, **after** the VCSS office has received current assignments.

The length of time to earn the diploma is generally twelve months; however; some students have taken as long as two years. For any adult requiring more time than 12 months, they must send a letter of request for the extended time to be granted, accompanied by a re-registration fee of \$125.



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VICTORY CHRISTIAN SATELLITE SCHOOLS FORMS



Victory Christian Satellite Schools, LLC

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AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

PLEASE PRINT:

Student's Last Name --

First Name--

Middle Name

Student's SSN Date of Birth Grade

Family Last Name (if different from student)

Father's Name

Mother's Name

Last School Attended

School Address

Principal's Name

Telephone Number

The undersigned hereby consent to the release to **Victory Christian Satellite Schools, LLC** all educational records on the above named student including medical, testing, special education, physiological and a complete copy (or the originals) of the cumulative folder.

Signature of Parent / Guardian

Date

TO THE PRINCIPAL OR GUIDANCE COUNSELOR:

We would appreciate your prompt sending of the following:

1. A of the student's record to date; including grades for courses in progress.
2. A copy of the student's complete test profile.
3. All health records, including immunization, vision and hearing tests.
4. A copy of all psychological reports.
5. A copy of Special Education Placement forms.

**This information should be mailed to:
Victory Christian Satellite Schools, LLC
6191 SW County Rd. 344 Trenton, FL 32693**



Victory Christian Satellite Schools, LLC

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VCSS Office Use ONLY

PARENTAL AGREEMENT WITH VICTORY CHRISTIAN SATELLITE SCHOOLS, LLC

I / We have thoroughly read the Handbook and I / w4e fully understand my / our responsibility and commitment to both Victory Christian Satellite Schools, LLC and my / our child (ren) for as long as I am / we are registered as a member family with VCSS.

NOTE: Please PRINT all needed information, unless otherwise stated.

DATE ____/____/____ LAST Name (if different from parents or Guardian): _____

Physical Address: (Needed for VCSS “school plant” certification; please no post office box number.)

Street Name City State Zip Code

Home Telephone # (____) _____ - _____ Cell Phone # (____) _____ - _____ Email: _____

Student’s First, Middle & Last Name

Date of Birth

Grade Entering

____/____/____
____/____/____
____/____/____
____/____/____
____/____/____
____/____/____

To obtain the student’s records from the former school, please fill in the blanks below.
Include \$5 for the cost of obtaining the records.

Name of Former School: _____ Principal’s Name _____

Address of Former School _____

City/State/Zip of Former School _____

PRINTED name of parent or guardian _____

Signature of Parent (or Guardian) _____



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INDIVIDUAL STUDENT REGISTRATION FORM

If re-enrolling V.C.S. # _____ - _____

Date of Enrollment _____ (Check to see the date that you paid your enrollment fee for the present year.)

Student's Name: _____
First Middle Last

Date of Birth: _____ Present Age: _____ Grade to Enter: _____

Physical Address: (For school plant certification only.)

House Number _____ Street name _____

City _____ State _____ Zip plus 4 _____

Mailing Address

House or PO Box Number _____ Street name _____

City _____ State _____ Zip plus 4 _____

Email Address: _____

Father's/Guardian's Name: (please print) _____

Mother's/Guardian's Name: (please print) _____

STATEMENT of COOPERATION

In making application for my/our child,

It is my/our desire to have him/her complete the school year of 20__-20__

It is my/our understanding with Victory Christian Satellite Schools, LLC that all legitimate forms required by the school, and affirmed with my/our signature (s), as well as book reports, themes, essays, etc. written by my/our child, along with basic skills test scores or the end-of-the-year evaluation, which may be administered by someone other than Dr. Geneva Diane Cornwell, accompanied with a completed grade report sheet, the signed attendance form and all student quarterly performance reports for December, March, June and September, will be sent in by me/us at designated times.

Signature of Father/Guardian _____ Date _____

Signature of Mother/Guardian _____ Date _____



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CURRICULUM BEING USED

(For VCSS Member Family use only; This form may be copied as many times as needed.)

Student's Name: _____ VCSS # _____ - _____ (See number on teacher's certificate)

Grade Level: _____ School Year _____ / _____

IMPORTANT: All single starred (*) subjects are required for **all** grade levels.

All double starred (**) subjects are required for Grade K-3

All triple starred (***) subjects are required for Grade 4-8

All quadruple starred (****) subjects are required for Grades 9-12

NOTE: If a Reading book or Text is not used, simply complete the "resource" blank with the name(s) of people, library book(s), reference book. If more room is needed continue on the back of this form. Copy front and back for your files.

SUBJECT TEXT OR RESOURCE	
*BIBLE	
ENGLISH STUDIES	*Reading
	**Copying
	&*Grammar
	*Spelling
	*Punctuation
	&*Creative Writing
**ARITHMETIC	
&*MATH	
&*PENMANSHIP (Handwriting)	
&*HISTORY	
&*GEOGRAPHY	
&*SCIENCE	
*HEALTH	
*PHYSICAL EXERCISE PROGRAM (P.E.P)	
*MUSIC APPRECIATION	
*ART APPRECIATION (can be arts & crafts)	
High School ELECTIVES	SUBJECT
	TEXT or RESOURCE



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STUDENT PERFORMANCE QUARTERLY REPORT

(Circle month reporting) DECEMBER / MARCH / JUNE / SEPTEMBER School Year 20__-20__

Student's Name _____ VCSS # _____ - _____ Grade Level ____

(May be copied as needed, ONLY for VCSS Member Families.)

INSTRUCTIONS: In the box for each subject, place a short synopsis of what had been learned, OR report the number of pages, chapter or units which have been covered during the three month period. Follow the instructions below, while being as brief as possible.

BIBLE
ENGLISH STUDIES (research, record, relate and report -must include Reading, Spelling, Grammar and Punctuation)
ARITHMETIC / MATH
HISTORY
GEOGRAPHY
SCIENCE
MUSIC APPRECIATION
ART APPRECIATION
PHYSICAL EXERCISE PROGRAM
CIVICS (<i>High School Students</i>)
US GOVERNMENT (<i>High School Students</i>)
ECONOMICS (<i>High School Students</i>)
ENVIRONMENTAL STUDIES (<i>High School Students</i>)
HUMANITIES (<i>High School Students</i>)
ELECTIVES High school only

I, the parent / teacher of my child, certify that this is a complete and accurate account of what has been taught to my student for this quarter in his / her personalized program of instruction with me as the tutor.

Signature of Parent or Guardian: _____ Date _____



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STUDENT GRADED REPORT SHEET

Student's Name: _____ Grade Level: _____ VCSS Number _____/_____

Subjects in Bold required for all grades Subjects in <i>Italics</i> are required for graduation		FIRST Quarter	SECOND Quarter	THIRD Quarter	FOURTH Quarter	AVERAGED GRADES number/letter
CORE SUBJECTS						
Bible						
English Studies						
Math						
CONTENT SUBJECTS						
History						
Geography						
Government-1/2sem						
Economics-1/2sem						
Civics						
Science						
Environmental Studies						
P.E.P.						
Art Appreciation •						
Music Appreciation •						
Humanities						
HIGH SCHOOL ELECTIVES						
K-3rd Grade Students: O = Outstanding E = Excellent S = Satisfactory N = Needs Improvement I = Improved		4th-12th Grade Students: - 100 – 94 = A 93 - 87 = B 86 - 80 = C 79 -0 no credit		1) For high school students: Subjects with stars; the specific course discipline must be named, such as, Algebra, etc. or Biology, etc.; US History, etc. 2) Before sending report sheet to the VCSS Office, at end of the school year average up all numerical grades and place in far right column. 3) Print and sign your name on the blanks at the bottom of this report. 4) Be sure to make a copy for your own records.		

I, the parent / teacher of my child, certify that this is a complete and accurate account of what has been taught to my student for this school year in his / her personalized program of instruction with me as the tutor.

Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____ *Date* _____



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MUSIC, ART AND Physical Exercise Program (P.E.P.) ANNUAL REPORT SHEET

(For VCSS Member Family use this form by making as many copies as needed.)

Student's Name _____ VCSS # _____ - _____ Grade Level _____ School Year 20__ -20__

Family Name (If different than student's) _____ County/City/State _____

MUSIC* Instrument(s) pursued: _____ and or Biographies read: _____

_____ and/or Books/Songs studied: _____

Summary of progress, achievement and/or knowledge gained: _____

_____ Final Grade _____

ART* Subject area covered: _____ and or Biographies read: _____

_____ and/or Books/Courses studied: _____

Summary of progress, achievement and/or knowledge gained: _____

_____ Final Grade _____

P.E.P. Exercises/Activities pursued: _____

Biographies read: _____

Individual Sport and/or organized Athletic Sport Involvement pursued: _____

Summary of progress, achievement and/or knowledge gained: _____

_____ Final Grade _____

***TO THE INSTRUCTOR:** If this report is for a high school student and if said student is taking a **HUMANITIES** course for **FULL** credit, please draw a diagonal line through the **MUSIC** and **ART** section of this form and write on the line, the following words "**see Humanities booklet**" and write your initials. **NOTE: THIS REPORT SHOULD BE SUBMITTED TO VCSS WITH COMPLETED REPORT CARD AT THE END OF YOUR SCHOOL YEAR.**

Instructor's Signature _____



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FIELD TRIP QUESTIONNAIRE

NOTE TO PARENTS: This questionnaire is specifically designed for the Kindergarten through 3rd grade student (ONLY) who has not yet mastered writing skills or is a reluctant writer. You, as the parent/teacher, may allow the student to dictate what he/she understood and learned about the experience. You may copy this form as many times as needed, but ONLY for your own student,,s use.

Name of Student: _____ VCSS # ____ - ____ Date _____

Grade Level: _____ School Year: _____ - _____ Age of Student _____

1) Where did the field trip take place?

2) Did you enjoy this field trip? Yes No (circle one)

3) What did you like the most about the field trip and why?

4) What did you see that showed you how much God cares for you or His creation?

5) What did you learn on this field trip that you did not know before?

6) What was it on this field trip that interested you enough that you would like to learn more?

7) Using an encyclopedia or doing an experiment will help you to learn more about what you learned on this field trip. Which one did you do?

8) Would you encourage this type of a field trip to another student? Why or why not?

9) If there is anything you would like to have changed about this field trip what would that have been?

10) The student may have personal comments about the field trip, which can be written on the back of this form

Note to the Parent / Teacher: If you plan on making this questionnaire a “test” for the student, all ten questions must be answered, giving each question the equivalent of ten points each. You would then grade accordingly and place score in your grade book.



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END OF SCHOOL YEAR ATTENDANCE REPORT

To the Parent / Teacher: At the end of the school year please fill out this form, sign it and mail to the VCSS Office. Accompany this form with the student's completed and signed report card, last quarterly report for the school year, as well as all required essays and / or book reports for Grades 4-12.

Send form to:

“VCSS, LLC”

6191 SW County Rd. 344

Trenton FL 32693-6305

ATTENDANCE FORM

I, the undersigned, do hereby state that

(First and last name of student)

was instructed

For the period from ____ / ____ to ____ / ____
(Beginning month and year to ending month and year)

(Teacher’s / Instructor’s Signature)

NOTE: Victory Christian Satellite Schools, LLC is a bona fide "non public" (private) school with the State of Florida (data base #210138). VCSS holds accreditation membership through National Association of Private Schools, Oklahoma City, Oklahoma (Certificate 700124). VCSS administrative office is located in Gilchrist County, Florida.

NOTE: *Instruction Requirements for any student who is registered with VCSS is a **minimum** of 3-4 accumulated hours per day and **between 170-180 days per school year**. Instruction needs to include Bible study, Christian character development and life skills studies, as well as the basics in academic skills, based on the commensurate ability of the individual student.*



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ADULT HIGH SCHOOL REGISTRATION FORM

Today's Date _____

Student's Name _____ Date of Birth _____
First Middle Last Month/Day/Year

Social Security Number _____

Street Address _____
Number Street Name Apartment #

Post Office Box Number (If applicable) _____ City _____ State _____

Zip Code _____ Telephone Number (____) _____ E-mail _____

Signature of Registering Student _____

Name of former regular school attended or with which you were registered _____

Name of School's Student Service Director (If known) _____

Former School's Address _____
Street Number and Name or P.O. Box Number

City/State/Zip Code

NOTE: This information is needed in order to request your records to verify any credits you may have acquired when you were a full time high school student.

After completing this registration form and signing it, make a copy for your files, include the non-refundable \$175 fee (which includes the tuition for the first quarter), then send the forms with your original signature to the VCSS Office.

IMPORTANT: Before sending this form, you must include five written reports (printed by hand or electronically typed):

- 1 Your Christian testimony
- 2 Volunteer Community Work
- 3 Life skills knowledge
- 4 Practical skills knowledge
- 5 Work Experience

(There is a strong possibility that you will receive credit for these experiences and/or skills.)

At the top right hand corner of the first page of each report, print your name, address, telephone number and proposed year of graduation. At the end of each report, sign your name. After the VCSS Office receives your fee, forms and reports, as explained above, and the information from your former school(s), you will then receive information as to the requirements you will need to meet in order to earn a VCSS regular diploma. **ADDITIONAL INFORMATION:** To keep yourself up-to-date, it is most important that you keep reviewing the copies of the forms you have mailed to the VCSS Office. Most students in the VCSS Adult High School Regular Diploma Program take about 12 months to complete all credits needed. If it is up to you, but should you need a longer length of time, please let the VCSS Office know with a written letter and also inquire as to whether the annual registration fee has changed.



Victory Christian Satellite Schools, LLC

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Home School Helps



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~~~~~ "1 / 5 / 1 / 5 / 1" TEACHING CYCLE SCHEDULE ~~~~~

If you are looking for a convenient and simple way to understand why it is essential that you teach year-round, please take the time to read and study the following., for the Lord is going to hold each of us accountable for not only how we spent the money He entrusted to us, but also the way we spend our time, as well as how we used our resources.

Have you ever wondered what actually happens to a child's knowledge, if he/she is attending a private or government day school when there is only one hour and ten minutes of actual instruction during a school day for five days? Then there are all those "teacher work days" and 2-½ to 3 months of "vacation" time during the summer. Then there's the time spent in academic review when the students school days are back in session, either after summer vacation or after certain holidays ... or after ... or after! So much wasted time!

If you plan your "1-5-1-5-1" schedule around the Christmas holidays, by taking your last "1" week of a cycle back-to-back with the first "1" week of a new cycle and use that first week as an "R&R" week, then plan your "teaching time" during the week of the New Year's holidays, then each end of your second "5" weeks will end up during the month that a VCSS quarterly report is due to be submitted. (Kind of "genius thinking," isn't it?)

This schedule has been in use for well over twenty years and was developed by contributions of creative home schooling Moms. Enjoy!

	<i>School Year Week Number</i>	<i>Scheduled Activities Each Week</i>		<i>Days of Instruction</i>
FIRST Quarter				
1	1	Teacher Planning	Daily Prayer & Bible Study with children	0
5	2 through 6	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	7	Rest & Relaxation	Daily Prayer & Bible Study with children	0
5	8 through 12	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	13	Rest & Relaxation	Daily Prayer & Bible Study with children	0
SECOND Quarter				
1	14	Teacher Planning	Daily Prayer & Bible Study with children	0
5	15 through 19	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	20	Rest & Relaxation	Daily Prayer & Bible Study with children	0
5	21 through 25	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	26	Rest & Relaxation	Daily Prayer & Bible Study with children	0
THIRD Quarter				
1	27	Teacher Planning	Daily Prayer & Bible Study with children	0
5	28 through 42	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	33	Rest & Relaxation	Daily Prayer & Bible Study with children	0
5	34 through 38	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	39	Rest & Relaxation	Daily Prayer & Bible Study with children	0
FORUTH Quarter				
1	40	Teacher Planning	Daily Prayer & Bible Study with children	0
5	41 through 45	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	46	Rest & Relaxation	Daily Prayer & Bible Study with children	0
5	47 through 51	4 days of "Academics" 1 day of "Life Skills Training"	Daily Prayer & Bible Study with children	25
1	52	Rest & Relaxation	Daily Prayer & Bible Study with children	0
VCSS requires a minimum of 170-180 days of instructions depending on your state of residence. This schedule allows up to 30 extra days off.				200



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WRITING PROJECT GUIDE SHEET For Creative Writing / Bookmaking / Book Report

NOTE: to the Parent / Teacher: If this guide sheet is to be used in place of the “P.A.S.Es,” before making your decision, please read thoroughly the guidelines below by comparing the requirements for the year regarding Bookmaking, Creative Writing or Book Reports

<i>Grade Level Requirements</i>	<i>Bookmaking</i>	or	<i>Creative Writing</i>	or	<i>Book Reports</i>
4th	1	or	2 or 3	or	4
5th	1	or	3 or 4	or	5
6th	1	or	4 or 5	or	6
7th	1	or	5 or 6	or	7
8th	1	or	6 or 7	or	8
9th-12th	2	or	7 or 8	or	9

INSTRUCTIONS:

“BOOKMAKING” project:

It is highly recommended that you use, as a guide, “Creating Books with Children,” written by Valerie Bendt.

“CREATIVE WRITING” project: To stimulate a story, as well as questions, by the parent/teacher, it is highly recommended that black and white “picture prompts” are used as “story starters.” In asking questions of the student, don’t give answers. Help the child to think, while he /she dictates story to you. Afterward have child rewrite what was dictated, then be allowed to color the picture. Save picture and story in clear protector sheets in a special “story” binder, as a way to encourage the child to re-read and see for himself / herself, progress. The story must contain a word count as indicated below. (You may also use the “Hymn Unit Study Guide” as a creative writing project.)

“BOOK REPORT” project: Report (Theme) must contain the word count as indicated above. When writing a book report, please follow the guideline below..

<i>Grade</i>	<i>Required Word Count</i>
4th to 6th	150 to 300
7th to 9th	200 to 350
10th to 12th	350 to 500

In **FIRST** paragraph give title, author, type of book and why book was chosen. (This paragraph should contain 2-3 sentences.)

The **SECOND** paragraph needs to contain the following:

- 1) When and where the story takes place. (2-3 sentences)
- 2) Who or what is the story about? (1-2 sentences)
 - a) Principle characters (1-2 sentences)
 - b) Write 4-6 sentences describing the most interesting character.
 - c) What happened in the story? (Summarize the plot with 4-6 sentences).

The **THIRD** paragraph needs to contain 4-6 sentences on what you believe is the overall theme of the story, what, in your opinion, is the main idea that the author has tried to say through the events in this book and what the moral is of the book.

The **FOURTH** paragraph, and in 2-4 sentences, the student should give his /her evaluation and opinion of the book.

NOTE: Before sending in the report (s), make sure that the date, student’s name, VCSS #, grade, grade level and report # is at the top, right hand corner of the first sheet. Also staple all sheets of same report together. **DO NOT** use paper clips.



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HUMANITIES High School Course Outline

For this course the student must learn to research, record, relate and report what has been learned by using the following outline:

- 1. Select to study:** 3 artists, 3 composers and 3 poets;
- 2. Obtain:** 5 samples **each** of their individual works; (45 total samples)
- 3. Obtain:** an image (picture, portrait or sketch) of each artist, composer and poet: (9 total images)
- 4. Write:** in your own words one full page biographical sketch of each artist, composer and poet being studied. This information can be obtained from an encyclopedia. Do not use Wikipedia. (9 total biographical sketches)
- 5. Select:** 1 artist, 1 composer and 1 poet of the 3 that have been studied and read a biography or autobiography of each and write 1 essay of 350-500 words on each book. (3 total essays) These essays may be used toward the 9 essays required for any given VCSS high school year. (For simplicity, use the VCSS book report outline.)
- 6. Putting** it all together you will need to write a “cover sheet” which will be the **first page** placed in a folder with center metal clasps. The words are to centered on the page and contain the following:

Humanities

(Student name)

(Grade level)

(School year in which this course was written)

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The **second page** in your folder will be the “Table of Contents” and should be written as follows:

- I. Artists (list in alphabetical order)
 - A. (Image of artist)
 1. (Biographical Sketch)
 2. (5 samples of work)
 - B. (Image of Artist)
 1. (Biographical Sketch)
 2. (5 samples of work)
 - C. (Image of Artist)
 1. (Biographical Sketch)
 2. (5 samples of work)
- II. Composers (repeat outline as above)
- III. Poets (repeat outline as above)

Assemble all pages according to the “Table of contents” and insert in your folder.

The very **last** page in your folder must contain a bibliography of all books used for research. Write them alphabetically with the name of book **first**, then author’s name **second** (last name first), publisher **third** and copyright **last**.

All pages of the Humanities theme book must be numbered at the top, right-hand corner, except for the cover sheet, table of contents and bibliography. The whole composition must be mailed to VCSS headquarters to obtain credit, so it is highly suggested that a copy be made to keep by the student.

All materials may be hand-written or typed but to be acceptable must be **double spaced**.



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HYMN UNIT STUDY GUIDE:

This study can be a pleasure for all grade levels,
and combines the subjects of Bible, English, History and Music.

NOTE: VCSS students, Grades 4-12 may use this guide in lieu of a book report.

INSTRUCTIONS:

- 1 Obtain a book of old meaningful hymns or go online to cyberhymnal.org
- 2 Find a hymn that speaks to your heart.
- 3 Read out loud, think about and discuss each verse.
- 4 Make a copy of the hymn, with music. (This will be “Page 2” of your report.)
- 5 Do some research about the hymn writer using an encyclopedia, Lincoln Library or other research resources.
- 6 Write a „1’ page composition of your findings. (This will be “Page 3” of your report.)

DIRECTIONS FOR REPORT

- 1 “Page 1”: On a blank sheet of paper, place your name, grade and date at upper right hand corner.
- 2 In the middle center of “Page 1” use the following example.

Name of Hymn

Hymn Writer’s Name

Music Writer’s Name

Year Hymn Was Written

- 1 “Page 4”: In your own words, write a description of what **each** verse of the hymn means to you. (1-3 sentences will suffice.)
- 2 “Page 5”: Find a Scripture verse in the Bible that pertains to one or more verses of the hymn and copy them down on your paper, word-for-word (NOTE: Do not use the Bible verse that may be hidden in the title or any verse of the hymn.)
- 3 “Page 6”: Beginning at the top center of the page, draw, trace or glue a picture (picture does not have to be created by the student) that best visually illustrates the hymn you have chosen for your study. Below the picture, or for “Page 7” write a short paragraph telling your feelings of how the illustration describes the hymn you have studied.
- 4 If you wish high school credit for the report, place it in a folder which has center clips and mail to VCSS. For your records you may wish to make a copy.



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HIGH SCHOOL GRADUATION CHECKLIST

NOTE to the high school student: After the culmination of each year of high school, check off the courses which have completed. Use the High School Graduation Requirements for course listing.

SUBJECT	CREDITS NEEDED	9 th Grade Course Title & Level	10 th Grade Course Title & Level	11 th Grade Course Title & Level	12 th Grade Course Title & Level
BIBLE	4 (1 per year)				
ENGLISH	4 (1 per year)				
MATH	4 (1 per year)				
HISTORY	4 (1 per year)				
GEOGRAPHY	1				
SCIENCE	4 (1 per year)				
CIVICS	1				
US GOVERNMENT	0.5				
ECONOMICS	0.5				
HUMANITIES	1				
ENVIRONMENTAL STUDIES	1				
PERSONAL EXERCISE PROGRAM	2 (0.5 per year)				
ELECTIVES					
HEALTH					
FOREIGN LANGUAGE					
BOOKMAKING					
ETYMOLOGY					
CRITICAL THINKING					
LOGIC					
KEYBOARDING					
OTHER APPROVED ELECTIVES – See approved electives. (Write course/subject name in blank space under the grade level year it was taken.)					
COMMUNITY SERVICE	100 Hours Total	Hours	Hours	Hours	Hours



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STUDYING THE UNITED STATES CONSTITUTION

September 17, 1787 was the actual date of the signing of the U.S. Constitution. It is a covenant between God and man, and man and his neighbor. Few nations have been rooted and grounded in Biblical principles and knowledge, then fallen away as swiftly and severely as American. To understand our present condition we need to come to grips with the fact that we have indeed fallen away from the intent and meaning of the original American Covenant of our Founding Fathers over the past near 200 years.

In the 19th Century the Christian community which had been the dominant cultural force for nearly 200 years, began to ignore her responsibilities. Compromising voices had come forth and told everything but the truth. These voices encouraged rebellion and justified sin. Others called us a “chosen race” and explained America as a “manifest destiny” which is to say American was obviously a result of fixed events set into motion by the indissoluble connection of cause and effect or a “divine” decree, but with no mention of God. Even now you will hear the call of some to restore our land to “one nation under God” but to whose god do we refer? The voices of Christianity needed to expose such a blatant error were and still are muffled by the ever-growing ignorance of our Bible and our heritage.

We as a people have forgotten that our foundation was laid upon Jesus, the Rock of Ages. Nor have we deemed it needful to reason our way through the events of our day of past history to see God’s purpose in all of this . This message for you is to exhort you do exactly that.

To get the ball rolling, let us address some questions together:

- 1) What is the Constitution or the American Covenant?
- 2) Who wrote this document?
- 3) Why was the document necessary to our government?
- 4) What was the historical time frame for this event?
- 5) How does this document effect my life today?
- 6) Why should I teach it to my children?

The Constitution by definition of Noah Webster in his 1828 dictionary is: “A constitution of government, or a political constitution, consists in certain standing rules or ordinances agreed upon by a nation or state.” Here we need to remember there a four types of government or constitutions: monarchy, aristocracy, democracy and a representative republic.

The United States of American is a federal representative republic, meaning we are to be “a government under covenant with God and man, bearing the character of those whom are in covenant with, and we select from among us to bear the character and follow the instructions and convictions of all the people they represent.” You can see that our government is functioning correctly in its form, but we have lost the spirit in which it was designed. John Adams put it very well when he said, “...Our Constitution was made only for a moral and religious people. It is wholly inadequate for the government of any other.”

The American Constitution of 1787 was not the first covenant written in our land. The self-governing Christians known as the “Mayflower Compact” as a result of their lives in England and then exile in Holland for twelve years.

Who were these men of integrity and wisdom which could reason from the Word of God to find principles of government? First of all, let us understand that the Founding Fathers did not establish the Constitution for the purpose of granting rights, but rather to secure each individual’s Creator-endowed right to life, liberty and property. These men understood the Scripture which tells, “Whom the Son has set free, is free indeed.” These were men who referred to the Bible as their political textbook. Why is this document necessary? The basic idea was to get government as close to the people as possible. They truly wanted to be, “We the people...” They understood the absolute necessity of the people knowing and being a vital part of all that transpired in government. The people were to be their own government. Thomas Jefferson described the situation in his following question and answer” What has destroyed the liberty and the rights of men in every government which has ever existed under the sun? The generalizing, the concentrating all cares and power into one body...the way to have good and safe government is not to trust it all to one, but to divide these republics from the greatest national one down...that all will be done for the best.”

What was the time frame for this document? The American home had been identified as the first sphere of government in the eyes of our forefathers. This was to be the *foundation* for the character of the Constitution.

The American church had been faithful to teach the need and responsibility of a godly conscience to provide a purpose for the Constitution. And American education (completely within the confines of the church and home) had produced a people capable of reasoning and thinking though a document of this magnitude based upon Biblical principles which they saw and understood. At the time of the penning of the Constitution literacy was 70-100%. At that point in history education based upon the Bible for the expressed purpose to reason from it all that necessitated government, economics and other national matters.

(More on next page.)



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So how does the Constitution affect me today? Why should I teach it to my children?

It is believed that God, in His providence, causes us to consider and ponder several issues:

- 1) Who are we as a people?
- 2) Where do our principles and ideals come from?
- 3) What are the principles and ideals that the Founding Fathers wrote this document to provide for us?
- 4) Why are we here, and what is our purpose as individuals, and as Americans?
- 5) What are the Biblical and historical foundations of the Constitution?
- 6) What is the Biblical and historic purpose of American civil government?
- 7) Why is our Constitution important?
- 8) Why is it appropriate for our times?

These are questions God would have us to find answers to as we study the American Constitution. If you should need motivation the following words from Thomas Jefferson may help: "God, who gave us life, gave us liberty. Can the liberties of a nation be secured when we have removed a conviction that these liberties are the gift from God? Indeed I tremble for my country when I reflect that God *is* just, that His justice cannot sleep forever."

~~~~~ A CONSTITUTION TEST ~~~~~

1 Who is today's Chief Justice of the Supreme Court? _____

2 What is the name of the most important paper in US History which we know as the "Law of the Land?"

3 What year was it written? _____ How many years ago was it written? _____

4 How many original colonies were there? _____

5 In which city was the Constitution Convention held? _____

6 What signer of the Constitution became President? _____

7 Under which of the three branches of the government are the Justices of the Supreme Court?

8 COMPLETE THE STATEMENTS BELOW:

a) The Founding Fathers back in their day had a Chief Justice named John _____. b) Congress can build an army so no one will ever harm _____.

9 In your own words write a statement about the Law of our Land. _____

10 In 1878, writers and lawyers played important parts in forming the Constitution. Imagine yourself a writer or a lawyer. What would be important to you today for you to make into a law for everyone? Write your statement on the following lines:



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DVD VIEWER REPORT FORM

Completing this form may be used in place of a book report.

After each a DVD is viewed, complete form.

At the end of the school year, save a copy and mail original to VCSS Office.

* * * * *

Name of Student _____ Grade Level _____

Date DVD viewed ____/____/____ Date this form completed ____/____/____

Title of DVD _____

Subject of DVD _____

- 1) What were the main points which were described on the DVD?

- 2) In your own words explain how helpful the main points were to you. _____

- 3) In your opinion, how timely and relevant to you were the interviews and/or sources used in the DVD?

- 4) In your opinion, was the presentation clearly organized? Why or why not?

- 5) In your own words (150-200 max), give a summary of the following: A) facts and/or theories of the subject you viewed; B) How the subjects pertain to your life; C) State any correlation you can make between what you learned ad God’s word. _____

Student’s signature _____



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High School CIVICS Report Guide Outline

Instructions: For 22 weeks, choose a position you wish to defend on a current event topic. You may glean from the suggested publications of “God’s World” (weekly magazine) and/or a secular newspaper.

Purpose: To teach the student to defend a position or point of view in a single, well-written paragraph. It is sometimes challenging to choose a position with which a person disagrees and then defend it to the best of one’s ability however the point of this exercise is not necessarily to agree, but to practice the art of persuasion. This is often done on debating teams; attorneys us this technique quite often.

Topic: Topic must be clearly defensible from both sides of the issue. Topic should be stated in a “should / should not” type of statement. For example: “Parents should / should not be allowed to teach their children at home.”

Outline: 1) Write a topic sentence.
2) Write 4 supporting reasons.
3) Write a concluding sentence.

Write or Type: 1) Indent first sentence, which is your topic sentence.
2) For further clarification, in logical order, write the 3 best reasons, why you agree / disagree with the topic of the article: adding details, etc. Use transition words, such as, “first,” “also,” “in addition,” and so on.
3) Proof read; correct and rewrite, if needed.

Note: To earn “1” credit in “Civics” all 22 critiques
Need to be submitted at one time to the VCSS office.



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AUTOBIOGRAPHY / BIOGRAPHY STUDENT REPORT FORM

NOTE TO PARENT / TEACHER:

This form may be used by students Grade 4th – 12th.

When completing the school year, after making a copy of each report for your records, please include the completed forms with all other end-of-the-year completed forms.

* * * * *

Student's Name _____ Grade _____ Report# _____ Date ____/____/____

Autobiography/Biography Title _____

Author _____ Copyright Year _____

1) In 2-3 sentences, why do you think this book was written?

2) In full sentences, list '3' facts that made this person famous.

- a. _____
- b. _____
- c. _____

3) In the blanks below, place '3' important events you learned about in the life of his person.

_____/_____/_____

4) Write one sentence telling of what you knew about this person **before** reading the book.

5) Now that you have read the book, in a minimum of 2-3 sentences write your opinion of the main character. _____

6) On the lines below, in 4-5 sentences, explain how you think the course of history and the lives of the people in the book would have been different if the main character had not existed. What things do you think would not have happened? _____



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TEACHING AID WEB SITES for HOME SCHOOLING FAMILIES

ARTS web sites

-----cornerstonecurriculum.com/curriculum/music/music.htm
-----art-made-easy.com
-----free-art-lessons.htm/
-----librarythinkquest.org/J001156/makingbooks/makeown.htm
-----lapbooklessons.com
-----gutenberg.org/ebooks/18163

BIBLICAL STUDIES web sites

-----coloring.ws/creation.htm
-----explorerbiblestudy.org
-----abcjesuslovesme.com/1st-things-1st
-----biblebasedhomeschooling.com/my-vision/
-----heartofwisdom.com/homeschoollinks/worklsheets/
-----puritans.net/curriculum/
-----deeperroots.com

CURRICULUM RESOURCES web sites

-----schoolhouseteachers.com/
-----brightideaspress.com/store/index

FOREIGN LANGUAGE web sites

-----edhelper.com/Languages.htm
-----billjanaecooksey.tripod.com/classes.html
-----pimstaur.com

HISTORY web sites

-----mysteryworld.com/12-002.htm
-----edhelper.com/United States.htm
-----mfwbooks.com/category/mso/50
-----statehistory.net/
-----leeroddybpoks.com

HOME ECONOMICS web sites

-----lafujimama.com/
-----mom.me/food
-----b-inspiredmama.com
-----skiptomylou.org
-----sew-whats-new.com/forum/topics/
-----sewing4fun.com/first-year-sewing-projects-for-kids/



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LEARNING STYLE web sites

-----eho.org
-----allinonehomeschool.com
-----homeschooling.gomilpitas.com
-----enchantedlearning.com/Home.html
-----amblesideonline.org/index2.html
-----oldfashionededucaiton.com/
-----donnayoung.org
-----lessonpathways.com
-----ronpaulcurriculum.com/public/main.cfm
-----brainpop.com

MATH web Sites

-----themathworksheetsite.com
-----homeschoolmath.net
-----purplemath.com/quizzes.htm
-----library.thinkquest.org/3096
-----daveramsey.com/school/foundations/

PHONICS web sites

-----yourchildlearns.com/lettersounds.htm
-----theschoolhouse.us/about.htm
-----funfonix.com/
-----progressivephonics.com
-----softschools.com/languagearts/phonics/
-----starfall.com/

SCIENCE web sites

-----thatafacttv.com
-----herbarium.desu.edu/pfk/page11/page12/page13/page14.htm
-----tinkerlab.com/
-----stevespanglerscience.com/labexperiments

SPELLING/GRAMMAR; Writing/ Reading and Vocabulary Web Sites

-----spelling.memscott.net/
-----spelling city.com/
-----edhelper.com/
-----readngbear.org/
-----dailygrammar.com
-----tampareads.com/phonicsinmdex.htm