Western Christian Schools
Private Satellite Program

High School Handbook

2018-2019 Edition

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TABLE OF CONTENTS

Page #	Topic
3	Financial Information
4	Track Options: Exclusively at Home, or on WCHS Campus part time
5	Graduation Requirements/Course of Study
6	Tips for College
7	Overview of High School Paperwork Requirements
8	Instructions for Individual Forms
	pg 8: Four Year Plan
	pg 9: Attendance Record
	pg 10: Course Summaries
	pg 11: Report Card
	pg 12: Lesson Plans
13-24	Blank and Sample Forms

Financial Information

Track 1 and Track 2 Enrollment:

Track 1 is the term we use for High School students who are homeschooled exclusively. This includes those who are taking classes that are offered through the Center for Creative Learning, and other venues, in order to facilitate the education of your high school student at home.

Track 2 is the term we use for those who are taking classes part-time on the Western Christian High School campus, and are homeschooled for the remainder of their courses. Enrollment in the Track 2 program requires FULL ENROLLMENT and FULL PAYMENT OF FEES for the PSP (homeschool group) in addition to those fees charged by the school.

REGISTRATION FEE:

A registration fee of $30 per student is due at the time registration is received and is non-refundable (made payable to Center for Creative Learning).

PROGRAM FEE:

The annual program fee is $50.00 per family. The program fee covers incidental costs for administration and events, and a Western PSP yearbook among other things (NOTE: This does not include Terra Nova Tests). This is also made payable to Center for Creative Learning.

TUITION:

PSP tuition is due on the first of each month. Tuition is considered late if not received by the 6th of each month at which time a late fee of $5.00 will incur. This is made payable to Western Christian Schools.
NO BILLING WILL BE SENT unless you have fallen behind in your payment.

Per Family	$520.00 per year (can be paid in 10 monthly payments of $52)

Additional expenses may apply, depending on the extra-curricular activities in which your child participates.

***NOTE: For Track 2, you must be certain to comply with those arrangements and fees given you by WCHS. Again, the above Registration/Program and Tution fees are IN ADDITION TO the fees charged by the school for the On- Campus courses. Please contact the school for the applicable amounts and requirements.**

ALL TEXT AND TEACHING MATERIALS MUST BE PURCHASED BY THE FAMILY INCLUDING ON-CAMPUS SUPPLIES.

Tracks

There are two tracks for you to choose from at the Western Christian PSP for high school.

TRACK 1

Registration Fee:	$30.00 per student
Program Fee:	$50.00 per year (per family)
Tuition:	$520.00 per year (per family)/$52 monthly
Optional PSAT/Spring testing	$25.00 per student due at test time and subject to change

Requirements: General Course of Study. This ensures that a student takes a minimum of 260 credits and completes all state requirements for graduation. Included are 40 credits of Bible, which are required by the Western Christian Private Satellite Program.

What the Western Christian Private Satellite Program Provides:

1. Transcript
2. Diploma
3. Record Keeping
4. Legal Covering
5. Support Groups
6. High School courses for credit, such as: Algebra, Chemistry, Spanish (for an additional fee)
7. Field Trips
8. Park Day
9. Online monthly newsletter announcing upcoming events
10. ASB planned and sponsored activities and outreach projects
11. High School promotion and graduation ceremonies

TRACK 2

While your high school student learns at home, he can also experience being a part of a growing, dynamic Christian High School environment at Western Christian High School. To be a part of this program, student must take a minimum of two classes.

Registration Fee:	$30.00 payable to Western Christian Schools to Marilyn, Contact High School for applicable amount for On Campus program
Program Fee:	$50.00 per year (per family) to Center for Creative Learning
PSP Tuition:	$520.00 per year (per family) payable to Western Christian submitted to Marilyn
Western Christian High School Tuition:	Contact school for current per class fee (2 classes required) to WCHS
CIF Sports Fee:	varies
Books, supplies, etc. (to be paid on registration day)	varies

Requirements: General Course of Study. Student must comply with campus rules and regulations. **Uniforms required.**

What Western Christian High School Provides: (Along with provisions of Track One)

1. Access to many campus activities
2. Choice of classes on campus
3. College Counseling
4. Optional annual testing
5. CIF Sports

OPTIONAL / CONSULTATION

This service is available to you if you feel you need help preparing or planning your 4-year Plan and/or Course Descriptions.

Fee: $50.00 per session

Course of Study

Before deciding which "track" you will be participating in, it is important to know what the course of study will be for your high school student. Below you will find the course of study required by Western Christian PSP in order to receive a diploma.

Bible	40 Units
English	40 Units
Mathematics	20 Units
Science	20 Units
Social Studies	30 Units

(includes two semesters of World History with Geography, two semesters of American History and one semester each of Government and Economics)

Visual and Performing Arts	10 Units
Physical Education/Health	20 Units
Speech	10 Units
Modern Language	20 Units
Electives	50 Units
Total	**260 Units**

Carefully consider which classes to require of your son or daughter. A student prepared for college does not necessarily have to attend college after high school graduation. However, a student not prepared to attend college may regret it later. Students entering labor jobs not requiring extensive college would still benefit from the extra classes and self-discipline gained from following a college prep course of study.

Also, please review the academic requirements for

University of California system at http://www.universityofcalifornia.edu/admissions/
California State University system at http://www.csumentor.edu/planning/high_school/

or the specific school of your choosing, as the requirements of each individual institution and course of study may vary.

Tips For Getting Into College

Having a high school diploma is important but it doesn't guarantee that you will be able to get into college. It can be a difficult process these days. Here are 12 tips/suggestions for students considering college entrance:

1. Plan ahead. When you know what college you want to go to, go to their website to make sure that you are taking the courses that they recommend.

2. Align your course titles with those of Western Christian so that the colleges will recognize what you have been doing.

3. Check the Western Christian website or the CSU and UC websites to see what courses CSU and UC want you to take.

4. Check this website for more information about how to get into college as a homeschooler:

   https://www.californiacolleges.edu/

5. Be involved in the community so that you can talk about your experiences and the ways that you have made a difference to people. Colleges want smart and academic students, but they also want people who can change the world for the better.

6. Find out what you do well, do it, and learn how to write about it. Colleges are looking for you to explain to them why you are "head and shoulders better" than the others who are also applying to college.

7. Take the tests. Take the SAT. Take the ACT. Take the SAT II subject tests. Find objective ways to prove that you are who you say you are. Test taking is a learned skill. Practice, practice, practice.

8. Take AP courses and their corresponding tests.

9. Take some community college courses or enroll in the part-time program at Western Christian. This is another way to show that you are as good a student as your mother thinks you are.

10. Make sure that you have all the courses that Western Christian requires for a diploma.

11. Most importantly, pray for God to go before you in this whole process.

12. Remember that it is hard to get into many college programs today, so you should have several options. Don't put all your hopes and dreams into one program unless you have figured out several ways to get there.

An Overview of Required High School Paperwork

In order for the Western Christian PSP to keep accurate records, we need all paperwork to be submitted in a timely manner. The following is a rough schedule that will help you remember when particular forms are due. The exact dates will be posted in the monthly calendar and newsletter.

When enrolling:

Copy of your student's previous high school transcript (if applicable)
Copy of immunizations
Registration

1st Park Day in October:

Four-Year Plan (submit a new one each year **if** you have made changes)
Course Summaries

End of First Semester:

Report Card
Lesson Plans/Grade Sheet

End of Second Semester:

Report Card
Lesson Plans/Grade Sheet
Attendance Record

Seniors will need to turn in **all** outstanding paperwork by March 1, including First semester work, so that Grad-Checks and transcripts can be completed before graduation. Second Semester paperwork must be turned in before a diploma will be issued.

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Again, it is important to turn in your paperwork in a timely manner so that your records are current and up-to-date.

Paperwork should be submitted to our registrar, Martha Lujan, at WesternChristianPSP@gmail.com

Be sure to keep copies of all paperwork for your records.

High School Four-Year Plan

1. Choose the courses your student will be taking based on the Western Christian graduation requirements (pg 4).

2. This form must be neatly hand-written or typed. You may use the forms provided by Western Christian PSP or you may use your computer to make a similar form.

3. Fill in the boxes with the required courses and the electives that you have chosen for your student. Use course titles that the colleges will recognize such as English 10: World Literature. If you are unsure of how to label a class, look on Western Christian High School's website for their course descriptions. Note: Use the A and B designation **only** if you are taking an entire year to finish what would normally be considered one semester of work.

4. At the bottom of each grade level column, enter the total number of credits. A class that is taught for one semester is worth 5 credits. The credit total for all four years of high school must be at least 260.

5. Courses may not overlap for credit. For example, Ballet could be credited toward Fine Arts or Physical Education, but not both. If you choose to get credit for Fine Arts, your Report Card should read Fine Arts/Ballet.

6. If you make changes to the Four-Year Plan, submit a new one at the beginning of the next school year.

7. If you started high school at another school and are transferring into Western Christian Schools, you must fill in the courses you completed with a grade of D or better at your previous school(s).

8. This Four-Year Plan must be turned in with your High School Course Summaries at the first Park Day in October. If you enter Western Christian Schools during the school year, these forms will be due the second Park Day after you have been accepted.

Failure to turn in this paperwork on time may result in being dropped from Western Christian Schools PSP.

Paperwork should be submitted to our registrar, Martha Lujan, at WesternChristianPSP@gmail.com

Attendance Record Requirements

1. One Attendance Record is required for each student enrolled. The form is due June 15th or the end of your second semester each year.

2. The top portion of the Attendance Record must be neatly hand-written or typed. You may use the form provided by Western Christian Schools or you may use your computer to make a similar form.

3. Enter the letter E for the first day you begin schooling. Thereafter, you will only enter slash marks for each day of school. Do not enter sick days, vacations or holidays. Leave weekends blank unless schooling takes place. Use black or dark blue ink (no pencils) and make the slash marks bold and dark.

4. Total the columns for each month. At the end of the school year, record the total number of days schooled. You will turn in your original with all totals recorded. Keep an additional copy for you records.

5. **A minimum of 175 days of attendance is required to meet state regulations.**

6. If you leave Western Christian Schools, you must enter the letter L in the square corresponding with the last day of school for the student with Western Christian Schools. Then mail the original Attendance Record along with the ending Report Card to Marilyn Stephens.

Failure to turn in paperwork on time may result in being dropped from Western Christian Schools PSP.

Paperwork should be submitted to our registrar, Martha Lujan, at WesternChristianPSP@gmail.com

High School Course Summaries

1. The High School Course Summaries **must be typed or done on a computer** (they may NOT be handwritten.) You may use the forms provided by Western Christian Schools, or you may make a similar form.

2. The Course Summaries must be turned in with your Four-Year Plan at the first Park Day in October. If you enter Western Christian Schools during the school year, these forms will be due the second Park Day after you have been accepted.

3. Complete the top of the form. Fill in the name of the student, grade level, and the school year.

4. The *Course Title* must be the complete name of the course. For example: Algebra 2. Courses must be clearly defined. Bible and English courses must include either the grade level or a distinctive course name. For example, Bible 9, or Old Testament; English 9, or British Literature. Math courses must have specific course title, such as Consumer Math, Algebra I, Geometry. History and science courses must indicate type of history or science, for example: World History, US History, Physical Science, Physics.

5. Fill in the number of credits student will earn once this course is completed – 5 credits if the course is one semester long, or 10 if the course is two semesters long.

6. *Curriculum/Resources* is a list of all the materials you plan to use for this course. Include textbook, workbooks, videos, etc. If a course is being taken outside of the home, please indicate that here.

7. You may find the Table of contents of the textbook helpful in writing a brief description of the topics covered. The catalog of the publisher will also have a summary of the material covered in their curriculum. You may also go to the Western Christian High School website: ***: https://www.westernchristian.org/page/high-school/academics*** and pattern your courses after a similar one of theirs.

Failure to turn in paperwork on time may result in being dropped from Western Christian Schools PSP.

Paperwork should be submitted to our registrar, Martha Lujan, at WesternChristianPSP@gmail.com

Report Card Requirements

Report cards are mandatory for all high school students. Report cards are turned in at the end of each semester. If students are schooling year-round and their end-of-semester does not correspond to Western Christian School, they must turn in interim report cards at the end of each semester. Indicate that the report card is not the final copy. When you have finished your semester, please turn in you final report card. (Please indicate that this is the final copy.)

Report cards may be hand-written, typed, or done on a computer. If your report card is hand-written or has any errors, a new copy for school records will be made. A copy of this will be given to you so that you may review it and make sure it is the same as the one you turned in. If it is not, call Marilyn Stephens.

List the courses the same way they are listed on the Course Summaries form. Be sure to use A and B when required. Courses that can be taken for more than one school year must indicate the course year and semester. For example, Algebra IA, Spanish IIB: In these examples the student has completed one semester of first year Algebra, and the second semester of the second year of Spanish.

Grades

How are numerical or letter grades computed?

The basic formula for computing numerical grades is to divide the number of correct answers by the number of correct answers possible. Easy graders are available at any school supply store. Letter grades are based on this scale:

A	=	90% - 100%
B	=	80% - 89%
C	=	70% - 79%
D	=	60% - 69%
F	=	59% or lower

Numerical or percent grades can only be computed if your student is doing work that has numbered questions, such as math and science. We do not require that students be tested in every subject. Testing is only one way of determining progress. Home Economics, art and other subjects, which do not have a definite test format, must be graded subjectively. To do this, you need to consider the ability, effort, and attitude of the student. Here are some questions to ask yourself when grading subjectively:

1. Does the student complete the assignment on time?
2. Can the student express what he has learned?
3. Does the student retain and apply knowledge gained from the course?

The semester grade is based on the average of daily work, tests, quizzes, reports, etc. To compute this grade you will total all numerical or percent grades and divide by the number of grades. To compute the numerical average of letter grades, you must convert the letter grade to a numerical value. Letter grades are given the following values:

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
F	=	0 points

Total the numerical values, divide by the number of grades, and convert back to a letter grade. For example;
Student grades: 95, 85, 90, 75, 80. Add them together, the total is 425. Student has 5 grades. Divide 425 by 5. The answer is 85 or 85%, which equals a B.

Student grades: A, B, A, C, C. Convert letter grades to their numerical value: 4, 3, 4, 2, 2. Add them together, the total is 15. In this case, the student has 5 grades. Divide 15 by 5. The answer is 3. Convert back to a letter grade, 3 = B.

Lesson Plans

Lesson Plans are due at the end of each semester. Lesson Plans are a record of what your student has done. Lesson Plans can be as detailed or as simple as you like. Please include the student name, grade and the date being recorded. Included is a sample lesson plan. You may choose to use your own form.

Transcripts

Transcripts are kept and updated each semester. Therefore, it is important to turn in your paperwork in a timely manner. When requesting a transcript, please allow 5 - 7 days for processing. Paperwork can be submitted to Martha Lujan at ***Paperwork should be submitted to our registrar, Martha Lujan, at WesternChristianPSP@gmail.com*** *, and transcripts may be requested from her as well.*

Supplemental Classes

Classes are offered throughout the year by Center For Creative Learning. These are optional. There are additional fees for these classes, and they are being provided as a service to you. You are still considered the primary teacher, and are responsible for your student's education. Classes provide additional help and facilitation through subjects for which you might need additional assistance or expertise, and provide for a community atmosphere, opportunity to participate in group discussions, and a way to add another dimension to the learning opportunities of your student. Please consult the WCSPSP newsletter for details.

FORMS

most blank forms are followed by an example of a completed one, for your convenience.

Western Christian Schools
Private Satellite Program
124 N. Armel Ave.
Covina, CA 91722
(626) 332-9981

Attendance Record

Name: _____ Teacher: _____

Grade: _____ Birthdate: _____ School Year: _____

Address: _____

Code: E – Entered P – Present

	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
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19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
Totals													

Total Days Present: _____

Western Christian Schools
Private Satellite Program
High School 4-Year Plan

Student Name: _____ School Year: _____ Grade: ____

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12
BIBLE (40)				
ENGLISH (40)				
MATH (20)				
SCIENCE (20)				
SOCIAL STUDIES (30)				
PE (20)				
VISUAL & PERFORMING ARTS (10)				
SPEECH (10)				
MODERN LANGUAGE (20)				
ELECTIVES (50)				
TOTAL (260)				

Please see WCHS website for sample Course Titles and Descriptions: https://www.westernchristian.org/page/high-school/academics

Rev 8/18

Western Christian Schools
Private Satellite Program
High School 4-Year Plan

Student Name: SAMPLE School Year: 2014-2015 Grade: 9

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12
BIBLE (40)	Bible 9 (10)	Bible 10 (10)	Bible 11 (10) New Testament Survey	Bible 12 (10) Ministry of Paul
ENGLISH (40)	English 9 Grammar/Comp (10)	World Literature (10)	American Lit (10)	British Lit (10)
MATH (20)	Algebra 1 (10)	Geometry (10)	Algebra 2 (10)	Precalculus (Elective) or Consumer Math (10)
SCIENCE (20)	Physical Science (Elective) (10)	Biology with Lab (10)	Chemistry with Lab (10)	Physics (Elective) 10)
SOCIAL STUDIES (30)		World History with Geography (10)	American History (10)	1st Sem: Economics 2nd Sem: Government (10)
PE (20)	AYSO Soccer (10)	Swim Team (10)	American Dance (Elective) (10)	
VISUAL & PERFORMING ARTS (10)		Music Appreciation (10)	High School Choir (10) (Elective)	
SPEECH (10)	Speech (10)			
MODERN LANGUAGE (20)		Spanish 1 (10)	Spanish 2 (10)	
ELECTIVES (50)				
TOTAL (260)	60	80	80	50

Please see WCHS website for sample Course Titles and Descriptions: http://westernchristian.org/highschool/academics/course-descriptions/

13

total 270
(260 required)

WESTERN CHRISTIAN SCHOOLS PSP
High School Course Summaries

Name: _____ **Grade:** _____ **School Year:** _____

Course Title: _____

Semester: fall _____ winter _____ both _____ Credits: _____

Course Description:

Curriculum and Resources:

Course Title: _____

Semester: fall _____ winter _____ both _____ Credits: _____
Course Description:

Curriculum and Resources:

Course Title: _____

Semester: fall _____ winter _____ both _____ Credits: _____
Course Description:

Curriculum and Resources:

High School Course Summaries
Name
9th Grade/ 2015-16

Course Title: English 9
Full Year Course: 10 credits
Course Description: This course introduces the student to the process of literary analysis that will enable him to interpret and evaluate what he reads in light of Biblical truth. Various readings offer instruction in six literary elements: conflict, character, theme, structure, point of view, and moral tone. Authors represented include Robert Lewis Stevenson, Robert Browning, Nathaniel Hawthorn, William Shakespeare, and Edmond Rostand. The student will also study grammar, vocabulary, spelling and composition.
Curriculum: Hess, Donnalynn and June Cates. *Fundamentals of Literature*. Greenville, SC, Bob Jones University Press. 2010.
Chapman, James. *Grammar and Composition III.* Pensacola, FL, A Beka Book. 2015.
Smith, Edith E. *Vocabulary C.* Greenville, SC, Bob Jones University Press. 2008.

Course Title: Algebra 1
Full Year Course: 10 credits
Course Description: This course covers the standard topics of first year Algebra, plus introductory geometry including signed numbers, integer exponents, scientific notation, linear equations, graphs and equations of linear functions, ratio problems, variation problems, unit conversions, perimeter, area, and volume.
Curriculum: Saxon, John H., Jr. *Algebra 1, An Incremental Development.* Norman, Ok: Saxon Publishers, Inc., 1998.

Course Title: Geography
One Semester Course: 5 credits
Course Description: This one semester course is an introduction to geography from a a conservative, Christian perspective emphasizing map skills and highlighting different lands and peoples of Asia, Africa, Europe, Australia and the Americas.
Curriculum: World Geography in Christian Perspective, Pensacola, FL: A Beka Book 2015.

WESTERN CHRISTIAN SCHOOLS
PRIVATE SATELLITE PROGRAM
HIGH SCHOOL REPORT CARD

Name: _____ Grade: _____ School Year: _____

Report period from: _____ to _____

Semester One		**Semester Two**		
Course Title	Grade	Course Title	Grade	Credits Earned

Grading System:
A-Excellent B-Above Average C-Average D-Below Average F-Failing

WESTERN CHRISTIAN SCHOOLS
PRIVATE SATELLITE PROGRAM
HIGH SCHOOL REPORT CARD

Name: John Q Sample **Grade:** 9 **School Year:** 2014-2015

Report period from: 9/5/14 **to** 6/2/15

Semester One		**Semester Two**		
Course Title	Grade	Course Title	Grade	Credits Earned
Bible 9	A	Bible 9	A	10
English - Intro to Lit & Comp	B	English - Intro to Lit & Comp	A	10
Algebra 1	B	Algebra 1	B	10
Physical science	A	Physical Science	A	10
P.E.	A	P.E.	A	10
Speech	A	Speech	B	10
				60

Grading System:
A-Excellent B-Above Average C-Average D-Below Average F-Failing

Western Christian Schools Private Satellite Program
Western Christian Schools PSP
Lesson Plans/Grade Sheet

Name:_____ Grade: _____

Week of: _____ Days Schooled: _____

Subject	*Assignment*	*Grades/Percentages*					*Avg.*

Name:_____ Grade: _____

Week of: _____ Days Schooled: _____

Subject	*Assignment*	*Grades/Percentages*					*Avg.*

WESTERN CHRISTIAN SCHOOLS
Private Satellite Program
Lesson Plans/Grade & Record

Name:_____ School Year:_____ Grade: _____

Week of:_____ Days Schooled: _____

Subject	*Assignment*	*Grade/Percentages*					*Avg.*

WESTERN CHRISTIAN SCHOOLS PRIVATE SATELLITE PROGRAM
Lesson Plans/Grade & Record

Name: _____ School Year: _____ Grade: _____

Days Schooled: _____

Subject	Week #	Assignment	Completed/Grade

Western Christian Schools PSP
Lesson Plans/Grade & Record

Name:_____ School Year: 2015-16 Grade: 09

Month: October_____ Days Schooled: 21

Subject		Assignment	Completed/Grade
Bible	Week 1 Week 2 Week 3 Week 4	Numbers 21-29 The Bronze Snake-Comparison to Jesus, Balaam and the Donkey, Oracles and census taking, Worksheets 17-20 Numbers 30-36, Summary of Numbers, Picture This! Assignment, Worksheets 21-24 Introduction to Deuteronomy, Deut. 1-5 Worksheets 25-28 Deut. 6-8, Ten Commandments projects, Read *My Heart, Christ's Home* by R. Munger, Worksheets 29-32	Worksheets: A Discussion: A
Algebra 1	Week 1 Week 2 Week 3 Week 4	Evaluations, Factors, & Coefficients, Like Terms, Lessons 13-15 Exponents, Powers of Negative Numbers, Roots, Evaluation of Powers, Lessons 16-18 Volume, Algebraic Expressions, Conditional Equations, Lessons 19-21 Multiplicative Property of Equations, Simplifying Decimal Equations, Lessons 22-24	Quiz #3 = 80% Quiz #4 = 82% Quiz #5 = 90% Homework points 12/12
Ancient History	Week 1 Week 2 Week 3 Week 4	Pyramid Unit - Famous Tombs, Artifacts, Read Pyramid by David Macauley Mummy Unit - Processes of Mummification, Famous Egyptians Unit -King Tut, Cleopatra Read Pharaohs of Ancient Egypt, Egyptian Timeline Project, finish Egypt notebook, final test	Worksheets = A Timeline Project = A Discussion = B- Final Test = 95% Grade for Egypt Study = A1