

OUR LADY OF VICTORY SCHOOL

TRADITIONAL CATHOLIC
HOMESCHOOLING

1977

STUDENT HANDBOOK

Prayer to Our Lady of Victory

Our Lady of Victory, we have unshaken confidence in your intercession before your Son, our Lord, Jesus Christ. Humbly we ask your prayers for all Christians in need. We implore you to obtain for us grace needed in our lives to make us worthy of sharing Christ's victory. May we join with you in praise of the Father, His Son, Jesus Christ, and the Holy Spirit, one God, now and forever and unto ages of ages. Amen.

Letter from the Director

Welcome to Our Lady of Victory School! We know that there are many homeschool providers from which to choose and we are honored that you are using Our Lady of Victory School. We are very eager to help you in educating your children and are available to assist you in any way that we can. Please feel free to contact our school office if you have any questions; our staff members will be happy to help you. God bless you in this grace filled endeavor!



Scott A. Jones

Director - Our Lady of Victory School

Mission Statement

Our Lady of Victory School's Traditional Catholic Homeschool Program fosters a collaborative effort towards spiritual and intellectual growth by the anchoring light of Tradition. We endeavor to provide home school parents the attentive and individualized academic support they need in order to confidently and lovingly pursue the mission entrusted to them by the Church: their children's salvation.

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School History

Our Lady of Victory School is the oldest Catholic home school provider in the United States and was founded in Mission Hills, California in 1973 by Mr. William Bowman and his late wife, Ina. Along with other concerned parents, they founded a school and developed a thoroughly Catholic curriculum as a way to safeguard their children from the dangers of the public school system. In 1977, the school transitioned into a homeschool program, thereby gaining a much larger reach. The school moved to Post Falls, Idaho, in 1991 and has grown on an international level. Each year our number of families continues to grow with students enrolled across the United States and globally, in countries as distant as Spain, India, South Africa, Malaysia and New Zealand. Our students have pursued degrees from well-respected universities, followed vocations to the priesthood and religious life, and explored various careers, including military service. Additionally, many of our students have married and started their own families. We are currently seeing several second generation students enroll with OLVS, which is very gratifying.

General Information

Accreditation

Our Lady of Victory School has been accredited by the National Association of Private Catholic & Independent School (NAPCIS) since July 17, 2007. NAPCIS reviewed and approved our entire curriculum without any changes, modifications, or exceptions to our course of studies. Most recently, our accreditation was renewed in 2014.

Legality of Homeschooling

As many people inquire about the legal aspect of homeschooling, we refer our customers to The Home School Legal Defense Association. This agency will help you with state compliance information and legal advice. You may visit their website for more information: www.hsllda.org. Please refer to your enrollment packet for the OLVS Customer Code to receive a membership discount with HSLDA.

Copyright Information

All of the material produced by Our Lady of Victory School is copyrighted, including lesson plans and books. Reproduction of this material is expressly prohibited. Hundreds of man-hours have been expended in the production of our lesson plans and books, whether they are texts, tests, answer keys or teachers manuals. All of the printed materials have been painstakingly reviewed and edited by the staff of Our Lady of Victory. This also applies to other books purchased from Our Lady of Victory School, i.e., the Saxon test booklets. These books are copyrighted and therefore, without explicit permission from the publisher, it is dishonest to copy any material.

Full Enrollment Options

Full Enrollment

This option includes tuition, lesson plans, and quarter tests, which cover a 36 week school year. The assigned books and necessary answer keys are also available through the school. Selections of the student's work are sent to the school to be reviewed by one of our tutors who maintains the student's records, issues quarterly progress reports and a final report card. We highly recommend the Full Enrollment Program for students entering grades 9-12.

Substitutions

Our Lady of Victory School allows up to two approved substitutions per grades level. There are certain subjects for which substitutions cannot be made (religion, grammar and history, for example). These substitutions may be either *parent directed* or completed with a private tutor or in a co-op setting.

For parent directed substitutes, please contact the office for the guidelines.

Single Course Enrollment

For students who are enrolled in another school and need to make up credits or wish to use our Religion program, we offer a Single Course Enrollment option. The guidelines are the same as for full enrollment. More information is available through the office.

Communication and Support

For full enrollment families, the amount of OLVS support will be determined at your discretion. You are able to contact the school with any questions and we will do our best to assist you in the office; if it is a more specialized question, we will put you in touch with the tutor for your child's grade. Keep in mind that the term "tutor" does not designate daily availability to explain the lessons. The parent is still the primary teacher and the OLVS tutor is available for record keeping and additional support. If there are any special situations that are specific to your family (family difficulties and illnesses, student learning disabilities, etc.), please do not hesitate to inform the school and tutor as it will help us to better assist you. You may complete and return the Individualized Support Form (enclosed in your folder).

Full Enrollment Submissions

Part of the Full Enrollment process is regular work submission. The parent/student will follow the lesson plans and compile grades and sample work as indicated on the lesson plan. The work should then be sent to the main school address (you will find address labels enclosed in your folder). If you have more than one student enrolled with OLVS, you may submit their work together, ensuring that the work is organized by student.

We recommend that you keep note of when work is submitted; a Work Submission Log is printed in your folder. We ask that work be submitted every two weeks; if you are unable to follow this schedule, once a month will be sufficient. However, OLVS gives priority to the students who submit their work on a two week schedule. Keep in mind that the longer you wait to submit the work, the less benefit you will receive from tutor feedback.

All submitted work should follow the guidelines listed under the "Work Completion" section. Please take care to compile the work *behind* the corresponding lesson plan and keep them separated by subject. Complete each lesson plan completely (time records, all required grades, etc.). Please, only send assignments to school which indicate "Send to School."

Additionally, every paper and lesson plan must have the student's name on it. Assignments should have the following heading:

John Doe
Grade 9 Week 6
Religion Pg. 120
October 7, 2017

For International students, OLVS offers work submissions through www.dropbox.com which simplifies the submission and return process. Please note that proper labeling is especially important with Dropbox submissions. If you have any questions about this process, please contact the school office for assistance.

Late Work

After four months of inactivity, the OLVS tutor will attempt to contact you to determine whether you will be completing the school year. If no response is received, the student's file will be closed. If you wish to reopen a student file at a later date, there will be a reactivation fee.

Full Enrollment Work Returns

The student will be issued quarterly progress reports and a final report card from OLVS. The turnaround time is generally three weeks from the time the work arrives at the OLVS office to your receipt of the progress reports/report card. Please note that although you will be submitting student work on a two week schedule, work will only be returned to you at the beginning of the year with the Welcome Letter and at the end of each quarter with a Progress Report.

International students who submit their assignments via Dropbox will also have their work returned through Dropbox. A final report card will be sent by mail.

Work Completion

Completing assignments in a neat manner is essential for all students. Once the student has learned cursive, all assignments should be completed in cursive. Pencil can be used for

kindergarten through grade 6; grade 7 and above should use blue or black pen for all subjects except math, which should always be completed in pencil. Please complete all assignments on lined paper with the rough edges trimmed, if necessary.

For assignments submitted to OLVS, please follow these additional rules:

- All answers must be written in complete sentences which restate the question (grades 4-12).
- In math, all work must be shown. Additionally, it is not permissible for students to complete math tests on the test form as there is not enough space. Please refer to the proper formatting guidelines for students completing higher level math.
- High school science module tests must be completed on a separate paper, not the test form.

If assignments are not completed according to OLVS rules, they will be subject to a point deduction or a redo.

Calculator Usage

Students may use calculators towards the end of Algebra ½. For Algebra I and beyond, a scientific calculator can be used.

Algebra II, contains a few lessons which require a graphing calculator. If you are unable to purchase one, please refer to the “Helpful Resources” section for information on free calculator programs.

Computer Usage

Beginning in grade 8, students are permitted to use a computer to complete assignments (excluding quarter exams, spelling tests, math and math-related science assignments which must be handwritten). Please use a readable font (Times New Roman, size 12 and double spaced is the standard).

OLVS strongly discourages students from having unsupervised access to the internet. Parents should supervise all internet activity in order to protect and guide their children.

Wikipedia

Wikipedia is not a scholarly source and will not be accepted as a

resource. Students who use Wikipedia as a resource will be asked for a redo. However, it may be used as a starting point for the research and reference the sources given therein.

Grading

Grading will be completed by either the parent or the OLVS tutor, as indicated on the lesson plans. When the parent is required to grade an assignment, the grade must be recorded on the lesson plan but you may still need to submit it for tutor review. Other assignments are graded only by the OLVS tutor. If OLVS receives ungraded work that was to be sent graded, you may be charged an additional grading fee.

OLVS uses percentage grades for greater accuracy. An EZ Grader is available for purchase and is very helpful in determining a percentage grade. The following Guide to Grades is also helpful for determining a grade:

A	97 - 100 Excellent
A-	93 - 96 Superior
B+	89 - 92 Very Good
B	85 - 88 Good
B-	81 - 84 Above Average
C+	77 - 80 Upper Average
C	73 - 76 Average
C-	70 - 72 Below Average
D	66 - 69 Barely Passing
F	65 or less Failure

If an assignment is missing or a redo is required, “incomplete” will be recorded on the progress report. This will not affect the student’s average and will be removed when the missing assignment is complete.

Testing

In grades 7 through 12, there will be a subject exam at the end of each quarter; all exams are graded by the OLVS tutor. The math, grammar and literature exams are worth two-thirds of the quarter grade; all other exams are worth one-third of the quarter grade. There are some weekly/chapter tests assigned which are worth one-half of the weekly grade.

Plagiarism and Answer Key Usage

Because of the nature of homeschooling, parents will receive answer keys in order to grade daily student work. Even though these are for parents only, we have unfortunately encountered cases where the students have obtained the answer keys and used them to complete their work. Please impress upon your children the gravity of cheating and plagiarism. All work should be completed honestly by the student. With the internet age, we have also found that some students are copying internet publications to complete reports and essays. Again this is considered plagiarism and will be treated as such. Students who plagiarize others' work will receive a zero and must redo the assignment, which will receive an automatic 15 point deduction. While it is certainly acceptable for a student to use internet sources, they must give credit where credit is due and list their resources.

However, when completing most assignments (religion questions, grammar exercises, etc.) it is permissible for students to refer to their textbooks and copy down the information. Obviously, this does not apply to tests or exams.

One of the most basic ways to list a source on reports, papers, etc, is as follows:

Johnson, Rev. George. *The Story of the Church*. Rockford: Tan Books and Publishers, 1980.

Homework

OLVS does not assign homework but extra practice can be given at the parents' discretion. Any work not completed during school hours may be assigned as homework.

Dual Enrollment

High school students have the option to complete certain, approved classes as dual enrollment with a local college. Please contact the school office for information on approved courses.

Graduation

Diplomas are issued for 8th and 12th grade full enrollment students who have completed all graduation requirements. A

graduation ceremony is hosted in June in Post Falls, Idaho, for those who are able to attend.

High School Graduation Requirements

The graduation requirements are specified only for high school students and necessitate that a student have 22 credits in order to receive a diploma. One credit is given per successfully completed subject.

Religion, 4 years

Literature, 4 years

English Grammar, 4 years

History, 3 years, including 1 year of US History

Mathematics, 3 years

Science, 3 years

Civics/Government, 1 year.

Honor Roll

In recognition of outstanding student achievement, Honor Roll is awarded to students who meet the following qualifications:

Honors: awarded to students who earn 93% or higher on each individual fourth quarter subject average.

High School High Honors: awarded to students who earn 97% or higher on each individual fourth quarter subject average.

PSAT, SAT, ACT Scores

We recommend that college-bound high school students complete either the PSAT, SAT or ACT. Testing dates, sites and registration information can be found on www.collegeboard.org (for the PSAT and SAT) or www.act.org (for the ACT). For any of these tests, the students should enter the following into the *School Code/CEEB Code* category: 130508. This will ensure that the student's results will be sent directly to OLVS, as well as to you.

Transcripts and Letters of Recommendation

Transcripts are available upon request for all enrolled students and can be requested through the school office. There is a \$5 processing fee for sending transcripts to other institutions. We

will also need information on deadlines as well as the address of the institution receiving the transcripts.

Letters of Recommendation, Enrollment Confirmation Letters, Insurance Letters, etc. are available for all enrolled students. These can be requested through the school office.

Scheduling

Parents often ask how much time they should spend on their school day. The time will vary based on the student's grade level, motivation, attention span and type of assignments. A typical school day for a kindergartner should take about 2-3 hours, with reasonable time for breaks. For a high school student, the time will be closer to six hours per day.

The Class Schedule on page 16 will give you an idea of one way to schedule your school day; please make adjustments as needed. Another scheduling method you can use is to follow the same schedule as your local school. This will help your children realize that even though they are at home, they are still in school.

On page 16 is a calendar with a recommended academic year schedule. This is simply a *suggested* guideline; you have full flexibility but OLVS does recommend that you complete a normal school year (August to May or September to June), with a deadline of 18 months from the start of your school year. After 18 months, you will be charged a reactivation fee.

Independent Study

This option includes purchasing the lesson plans, quarter tests and assigned books, just as in Full Enrollment; however, none of the student's work or assignments will be sent to our tutors. Cost is \$85 for a complete, individual lesson plan set (including quarter exam answer keys) plus the cost of books.

As the OLVS tutors do not supervise the student's work in this option, the parent will be responsible for correcting all assignments, issuing all grades and keeping all records. Since no transcripts will be available from OLVS with this option, we strongly discourage the Independent Study Program for students in high school.

Helpful Resources

ACT testing: www.act.org

PSAT/SAT testing: www.collegeboard.org

Homeschool Legal Defense Association (HSLDA):
www.hsllda.org

Plagiarism Guidance: www.plagiarism.org

Apologia Helpline (high school science): 888-524-4724

Saxon Helpline: Bruce.Phillips@hnhco.com

Khan Academy (free tutorials covering a wide range of subjects;
parents should preview all tutorials): www.khanacademy.org

Scientific and Graphing Calculators: available for free for Apple
and Android devices.

Suggested School Supply List

3-ring binders for lesson plans

Loose leaf paper

Graph paper

Spiral notebooks

Blue or black pens

Pencils

Highlighters

White Out

Rulers

Protractors

Compass

Special Instructions

Please note the following areas where points may be deducted from your work. Special focus in these areas will help you easily improve your grades or avoid having to redo assignments.

Missing work and/or parent-issued grades:

- A grade of 0 is included in quarter averages. Grades can be recalculated if missing work is submitted later.

Presentation:

(2 points total deducted for any combination of these issues)

- No double-spacing on typed papers
- Writing in pencil for liberal arts courses
- Writing in pen for any math problems
- No cover page for essays or reports
- Incomplete labeling of work (name, grade level, course, date)
- Illegible writing and/or doodling on assignments
- Poor math formatting

Avoidable Errors:

(up to 5 points deducted)

- General Spelling
(applicable only to liberal arts assignments)
- Math & Science Spelling
(misspelling of terminology ONLY)
- Grammar
(general grammatical errors on assignments, excepting math & science)
- Omission of units in Math & Science

Requested Redos:

Please note that you will always be contacted and asked to redo work for these issues. If you chose not to resubmit the work, 8 points are deducted from assignments.

- Answers submitted in incomplete sentences.
- Essays or reports submitted with Wikipedia references.
- Math assignments submitted with no work shown.
- Math or Science tests completed directly on test forms.
- Typed Quarter Exams

Book Report Outline-Grades 4-6

Student's Name _____

Date _____

Title of Book _____

Author _____

Publisher _____

Principle Characters and Description:

1. _____

2. _____

3. _____

4. _____

5. _____

Summary of the Plot / Subject:

Main Idea or Theme of Book:

In Reading This Book I Learned:

Fabiola

John Doe
Grade 9 Week 9
Book Report
October 30, 2020

Book Report Outline-Grades 7-12

Here are some points to remember:

1. Name the title, author, illustrator, publisher
2. Tell where the story takes place
3. Tell a little about the main characters in the story
4. Skeleton of the story
5. Classify the book (mystery, historical, biography, autobiography, etc.)
6. Evaluation of the book

Paragraph 1 – Introduce your book.

1. Give the following in one or more sentences:
 - a. Title of the book
 - b. Author's (or editor's) full name
 - c. Publisher and year of copyright

Paragraph 2 – Tell the gist of the story.

1. The setting (country, place)
2. The time (when, such as the century, etc.)
3. The kind of story (adventure, biography, mystery, family life, etc.)
4. The characters (perhaps more than one sentence)
5. A brief summary of the plot (four to five sentences)

N.B.: In grades 7-12, each of these five elements should be separated into its own paragraph.

Paragraph 3 – Evaluate the book.

1. Give the following in at least four sentences:
 - a. Why it was or was not well-written
 - b. Why it was or was not true-to-life
 - c. Why you liked or did not like it (Consider elements of humor, suspense, description, etc.)
 - d. Your rating of the book (Explain your choice of "excellent", "good", "fair", "poor", etc.)
 - e. Use quotations to support your point.

Paragraph 4 – Tell the memory that lingers.

1. Give the following in at least two sentences:
 - a. What ideas about life and the world did you gain from reading the book?
 - b. What suggestions did the book give you to help you in your own life experience?

Suggested Daily Schedule

Begin	End	
9:00	9:10	Prayers, Salute to Flag
9:10	9:55	Class 1
9:55	10:30	Class 2
10:30	10:45	Recess
10:45	11:30	Class 3
11:30	12:15	Class 4
12:15	1:15	Angelus and Lunch, Recess
1:15	2:00	Class 5
2:00	2:45	Class 6
2:45	3:00	Recess
3:00	3:45	Class 7-Closing prayers

Notes

