

Sample Forms and Documents

Sample Syllabus

4th Grade HISTORY First Quarter Syllabus

Text: THE HISTORY OF OUR UNITED STATES (ABEKA)
Workbook & Test Booklet

Purpose: Our goal this semester is to learn about the history of the United States of America. We will learn how America came to be a nation, who its famous people have been, and what important events have taken place in America. We will study and memorize some of the important documents of our nation and we will examine how the truths of the Bible made America the greatest nation on the face of the earth.

Topics to be Studied/ Time Line for Semester

Chapter 1: The Years of Discovery: Columbus Discovers America/ approximately 1 week
Pages 9-23 in text.

Chapter 2: The Years of Conquest/ approximately 2 weeks
Pages 24-37 in text.

Chapter 3: The First Americans/ approximately 3 weeks
Pages 38-47 in text.

Short Indian Study

Chapter 4: The English Come To America/ approximately 3 weeks
Pages 49-67 in text.

Projects: The student will be required to write a short 2 page report on the explorer of their choice. The child will be required to build or draw of model of a typical Indian home of their choice. As a family we take a field trip to the University of Kentucky Archeological Museum to learn about Indians of Kentucky. The student will work on a bead or leather project of their choice. The child will write a letter to friends left in England after having traveled on the Mayflower. The child will describe his/her impressions of their new home.

Assessment: Grades will be given for projects completed. Tests & questions over each and every chapter. Extra Credit: Read a biography about any one of the famous people discussed in Chapters 1 -4.

Note: The law does NOT require homeschool parents to write a syllabus for their child's classes.

Sample Letter of Intent to Homeschool

Mr. and Mrs. John Jones

123 Our Street
Our Town, KY 00000
August 5, 2004

Director of Pupil Personnel
Your County Schools
123 Their St.
Our Town, KY 00000

Dear Sir:

This letter is to inform you that we will be homeschooling our children during the 2004-2005 academic school year. Below is a list of our school age children and information about our school.

	Name	Age
1.	Whitney Jones	14
2.	Kenneth Jones	12
3.	Mackenzie Jones	10
4.	Graham Jones	8

School will take place in our home.

Names of Parents/Teachers:

John and Jane Jones
123 Our Street
Our Town, KY 00000

Sincerely,

John Jones
Jane Jones

*****PLEASE NOTE: It is best to send this letter via certified mail, preferably 10 days before school begins and no later than 2 weeks after the beginning of the **public school year**. It is acceptable to send the letter later in the school year if you start to home school mid-year or if you move into the area mid-term. In any case, be prompt.

*****Remember, do not send additional information like test scores, course work outlines, etc . The law does not require you to send any more than your child's name and age. It is better not to volunteer too much information. However, if you are withdrawing your child mid-term from a public school, you may want to enclose your phone number. Sometimes the local school district will follow up on these withdrawals. If you give them your phone number, they won't have to show up on your doorstep.

SAMPLE LESSON PLAN PAGE

Name: Mackenzie Week of: February 22 nd	Monday 2/22	Tuesday 2/23
<i>Calendar Studies</i>	<i>George Washington St. Lucias Independence</i>	<i>Juyana National Day George Handel Samuel Pepys</i>
<i>Bible & Handwriting</i>	<i>Read Deut. 20:22 Copy Psalm 52:9 Proverbs 22:1</i>	<i>Read Deut. 23-25 Copy Psalm 53:1 Proverbs 23:12</i>
<i>Math</i>	<i>Lesson 75 Liquid Measurement</i>	<i>Lesson 76 Dry Measurement</i>
<i>English Writing Reading</i>	<i>Friendly Letters pg. 19-22 Write a real letter. Read & Discuss poem by Longfellow called "Life's Purpose"</i>	<i>Thank you notes page 23-24 Write a thank you note. Oral Narrative of Big Red By Jim Kjelgaard</i>
<i>History and Geography</i>	<i>Read and Discuss ch. on Arizona Play Geosafari Game -SW states</i>	<i>Research & report on Geronimo Make a fact card on Arizona and trace map.</i>
<i>Science</i>	<i>Classification Read & Discuss pp. 19-29</i>	<i>Plant groups Read & discuss pp. 30-36</i>
<i>Extra-curricular</i>	<i>Recital 8:00 p.m. Soccer practice 5:30-7</i>	<i>Boy Scouts Meeting</i>
<i>Number of Hours _____</i>	<i>Number of Hours: 6</i>	<i>Number of Hours: 5</i>

SUGGESTED READING LIST

Year: _____

Attendance Chart

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
August																																	
September																																	
October																																	
November																																	
December																																	
January																																	
February																																	
March																																	
April																																	
May																																	
June																																	
July																																	

Names: _____

Comments: _____

Attendance:
 Days Present _____
 Days Absent _____

6 = six hour day
 H = holiday
 F = field trip
 A = Absent (excused)

Year: 1999-2000

Attendance Chart

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total		
August							X	X						X																				
September				X	X	H	H																											
October			X	X	H	H	H																											
November			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
December			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
January			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
February			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
March																																		
April																																		
May																																		
June																																		
July																																		

Names: John Doe

Comments:

Attendance:
 Days Present _____
 Days Absent _____

6 = six hour day
 H = holiday
 F = field trip
 A = Absent (excused)

Scholastic Report

Academic Excellence Academy **John Doe**
1234 Homeplace Ct. 2004-2005
Our Town, KY 42000

Academic Qrt. 1. Qrt. 2 Qrt. 3 Qrt. 4

Reading
Language Arts
Mathematics
History
Science
Physical Education
Art
Music
Bible
Computer/Typing
Home Economics

Life Skills

Qrt. 1. Qrt. 2 Qrt. 3 Qrt. 4

Work Habits
Responsibility
Self Control
Honest
Respect for Adults
Respect for Others
Neatness
Time Management
Outside Work Exp.

Excellent

Satisfactory

Needs Improvement

Academic Excellence Academy

1234 Homeplace St.
Our Town, KY 42000
606-555-5555

Report Card

Student: John Doe Year 2004-2005
Grade: 1

Language Arts:

Johnny is learning to read very slowly. He seems to need some extra time to mature. We have worked on three letter words and have had a bit of success. I am concentrating on reading to him and on doing activities that will improve his eye-hand and gross motor coordination.

Mathematics:

John can count to 30 and can write those numbers. We are concentrating on counting the things around us, rather than using a math book.

Science:

We are investigating nature and the things in the world around us. John keeps a journal of drawings of what he sees, and we research what we see at the library.

Social Studies:

We have been studying community helpers and medical professionals. We have also been working on his social skills with his little sister and on conflict resolution.

Art/Music/Drama:

We just finished a family performance of the new musical, "The Three Bears," written and starred in by John Doe.

Physical Education:

John is learning to ride a bicycle, jump rope, play jacks, climb, etc. We go on long walks three times a week.

Subject Planning

August	September
October	November
December	January
February	March
April	May
June	July

Curriculum Record

NAME	Gr.	NAME	Gr.	NAME	Gr.
		Reading/Phonics			
		English			
		Handwriting			
		Spelling			
		Health			
		Science			
		Social Studies			
		Math			

	Friday	Thursday	Wednesday	Tuesday	Monday	Date _____
Reading						
Language						
Math						
Science						

History						
Art						
PE						

Friday Thursday Wednesday Tuesday Monday

**WEEKLY
PLANNER**

WEEK OF:

MONDAY	
TUESDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Daily Planner

7:00	
8:00	
9:00	
10:00	
11:00	
12:00	

1:00	
2:00	
3:00	
4:00	
5:00	
6:00	

Setting up a Portfolio

KY law does NOT require home school students to keep portfolios, but some families choose to do so. The following plan describes a way to gather a portfolio that would be meaningful in a home school setting.

1. Criterion:

- What is included – best work, projects, field trips, progress, etc.
- How often will portfolio be updated.
- Who will be responsible – student or parent and student
- Will it include summer work or only work done August – May
- How will the work be divided – by subject matter (Math, Language Arts, Science, etc or by Unit Studies or a Combination of ways to be divided)

2. Gather Materials:

- Notebook – 2-3" ring binder with pockets
- Dividers
- A hole punch
- Labels, rubber cement
- Magnetic pages, plastic sleeves for holding photos/small items
- Folders/ envelopes to place work in temporarily (we use drawers)

3. Portfolio Day:

- Make portfolio day a part of school with little or no additional assignments
- Organize school work into categories of divider subjects
- Decide what to include and what to pitch
- Try to date everything
- Have students provide explanations of photos, brochures, and other items which are not self-explanatory
- Ask students to evaluate their work in each area (verbally or written); parent also provides their own evaluation
- Keep a reading list in portfolio
- At the end of the year, include a brief overview of subjects covered – parent or student may do this
- Take photos of the large projects/drawings to include in portfolio; action shots are also great!

HINTS:

- Start simply and add as you go
- The ultimate goal is for students to be responsible for their own portfolios with parents providing summaries and evaluations.