

PIONEER FAMILY HOME SCHOOL
PRIVATE SCHOOL SATELLITE
PROGRAM
Established 1993

HANDBOOK

PIONEER FAMILY *Homeschool*



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What is PFA PSP?

Pioneer Family Home School is a Christian Private Satellite Program (PSP) designed for families who feel called by the Lord to educate their children at home. The goal of PFHS is to provide an umbrella covering, administrative assistance in keeping student records and points of accountability in helping individual families provide an organized curriculum. It is not within our parameters to offer extra support services such as monthly meetings, curriculum counseling, field trips or fellowship. This PSP is best suited for those people have a support network already in place, either with friends or through an organized support group, and who desire limited interaction with their PSP leaders and co-members. PFHS is strictly a record keeping organization and is in no way liable for what happens in the home or at any home schooling related activity.

Who is PFA PSP?

Anna Langdon is the director, and oversees all of the PSP functions. She was homeschooled and now has two daughters she is currently educating at home. The mailing addresses of the PSP and student cumulative records are at located at Home Church. Anna works at the Pioneer Family Academy Day School on Tuesdays and Thursdays and can be contacted at 408-370-4335 on those days.

Pioneer Family Home School PSP or PFA Day School?

Pioneer Family Academy Day School is a program that offers classes two days a week as a support to home schooling families. It currently offers classes for grades K through twelve. The PSP and the Day School were started at the same time with a very small group of people. They each quickly expanded and became two independent entities. They are part of the same corporation, but possess no other similarities. The PSP is a registered private school in the state of California; the Day School is not. The Day School should be considered as a support service, similar to hiring a tutor. The PSP and Day School have two completely different bank accounts, so please do not try to combine any kind of payments for the PSP and the Day School. If you can catch Anna at the Day School, you're welcome to discuss PSP business, but please don't question the Day School office staff because they simply won't have the information you are seeking. Anna does have an in-box in the form of a hanging file just inside the PFA office where you can drop off any correspondences.

Services

Orientation

The orientation meeting is the only required meeting of PFA. All members who have newly joined, or joined after the previous year's meeting, must attend. It is held on the third Tuesday in October at the Home Church facility. In this meeting we can meet one another and cover the specifics of filling out the quarterly paperwork.

Iowa Testing

These were once given on site, but are now accessible through BJUPress.com . Testing is optional, and its results should be looked at with a critical eye. Standardized testing is very limited in its ability to accurately evaluate your child's knowledge, and is incapable of evaluating character.

PSAT testing

The PSAT test is held on the third Saturday of October, and is open to students outside of the PSP.

Work Permits

Work permits can only be issued for those students who are enrolled in the PSP. The student will need to come into the PFA office at Home Church, with proof of age, to sign the form. Job permits must be renewed each September.

Transcripts and Diplomas

Transcripts will be prepared upon graduation or earlier if requested. Each parent must submit a form stating the graduation requirements for their student. This should be done at the beginning of ninth grade and can be updated at any time. PFA does not have a standardized set of requirements, but we do reserve the right to refuse to authorize graduation if we feel the student's course work is inadequate. Diplomas are available, elegantly printed in an official diploma case, for a nominal fee of \$10.00 and will be issued after the final report card is received.

Paperwork

Student Achievement and Attendance Record

This form is what is used to create your student's academic record which will travel with your student in their "cum" file to any other school they may attend. Though the use of letter grades may be an issue of debate, we have chosen to use them because it is the recognized language of our current school system. One of the PSP's goals is to maintain a professional appearance in student's records in the event they should enter a standard campus setting.

As a private school, we are not held to the requirements of the public school system. Their school year includes about 174 school days. We recommend that you hold between 170 and 180 days per school year. A school day should be at least two hours for the younger grades and three hours for the older, though no one is going to be monitoring you or counting minutes. If your student is sick on a school day, you have one of two options. First, you can cancel school for that day and make it up at another time; in this way, your student will have a perfect attendance record. Your second option is to count it as a school day and just mark your child as being sick that day. This is the easier option for those of you who are schooling more than one student. You would need more than 30 absences in one year to raise suspicion in the eyes of the county.

Electronic Report cards

The simplest way to submit report cards and reviews is electronically. You will find them at pfhomeschool.com >Reports. Under both the K-8 and the High School section, you will see the Forms that you can print out individually and complete by hand if you wish. However, it is recommended that you utilize the "Workbook" format for the appropriate grade level. This is an Excel or Numbers worksheet. For K-8, type your student's information in on the "Course of Study", (you do **not** have to resubmit the Course of Study,) just put in their name, grade and school year. For the high

school report, fill in the student information on the bottom of the "Use Instruction" page. That will then carry the student information over to each of the following tabbed pages, i.e. First Quarter, Second Quarter, etc. Fill in the grades on the appropriate quarter, save the document, and send it to me as an attachment. Please label the file, last name, first name, hyphen, and quarter number, for example; Smith, Justin-2.

Though it is my intention to send out reminders prior to the end of each quarter that report cards are due, please do not rely on that only. It is your responsibility to put these dates on your calendar and get the paperwork to me on time, otherwise late fees will be accrued. You can find these dates on the calendar that was part of the enrollment packet, and you can also find them on the website.

K-8th grade

The Student Progress and Attendance form has a place for the student's name, grade level and the academic year. Fill in one for each of your students. Please remember to use both first and last name, then circle that quarter these grades represent. You will find a place to mark a grade for each subject area and a place to document the student's effort.

Next is the total number of school days you held in that quarter and any student absences. Finally, there is room for comments if you wish.

9th-12th grade

Senior High grading is a little different. The parent is responsible for filling in the course titles and assigning the credits. The first and third quarter grades should be considered progress grades. How are they doing? What areas need more attention? The second and fourth quarter grades are the official semester grades and should represent the work of the entire semester. These are the grades that go on the student's transcripts. Non-academic grades such as P.E. and teacher's aide go on the transcript and give credits, but they are not used in establishing the student's GPA. You will also need to total credits by semester as well as accumulative credits, which should

reflect all the credits the student has earned to date. What you write on the report card is what is put on the transcript. Please give precise names for course, i.e. Biology vs. Science, Algebra 1 vs. Math, World History vs. History. Colleges will want to know exactly what courses your student has taken.

Quarterly Reviews

The quarterly reviews are our way of getting a glimpse into your school. They are the tools we use to hold you accountable to some semblance of organization. We do not want them to be a noose around your neck, but rather a mirror to show you, and us, what was accomplished in one quarter. These forms do not remain in your student's cum record when they transfer out, so only you and the director will see them.

You can find them on the website under the Reports tab.

Many people find it much easier to write their reviews on their computer. This is understandable and acceptable. The forms are now available on the website and can be sent electronically. Use the K-8 Workbook found on the webpage under "Reports." The workbook will allow you to compile the quarterly grades throughout the year. You will find the instruction for use on the webpage. Save the completed form as an Excel, Numbers or pdf file and send them to us at psp@pfhoomeschool.com.

Due to limited space in the cumulative files, please do not attach any supplementary papers to the reviews. For those of you with students in the PFA Day School, you will receive a report card and review from your child's teacher. DO NOT attach them to the Review form. Simply write in the appropriate area, "PFA Day School."

The following is a list, by subject, of report criteria. These are things you should include in writing your review. The idea is to communicate what you are covering and how your student is doing.

Bible

Give a brief description of any topic or book of the Bible you have covered. List a few of any verses memorized. If your child is in any programs such as AWANA, you may want to include their achievements in this section. Write down the titles of any devotional you are using.

Reading

Phonic skills learned

Reading text or literature studied

Evaluation of student's word attack skills or reading comprehension

Titles of books read to, or by, the student (maximum 5)

Any reading reports or other projects

English

Spelling program used and ___% of words correct on average

Example of 5 spelling words from their lists

Grammar text or program used

Grammar skills worked on

Penmanship progress, written assignments or special projects

Math

Text used and grade level

Concept covered (if possible)

___% of problems correct on daily work and tests/quizzes

Progress made/ struggles having

History

Text or resource used

Time period in history covered

Events, people, or places studied

Map studies or special projects

Science

Text or resource used
Concepts or topics studied
Lab projects or research projects completed

Physical Education

Formal sports programs enrolled in, if any
Weekly exercise activities

Fine Arts

Art projects or artists studied
Music lessons taken
Composers studied
Music performances attended
Dance lessons taken

Elective Courses

These may include Foreign Language, Computer,
Home Economics, Photography, etc.

Exempt Status

For the first year you are with PFA, there will be a review form due at the end of each quarter for K-8th, and at the end of each semester for 9th-12th grades. Once you have shown us a well-organized, consistent schooling record, and have turned your reports in on time, you may be put on the **Partial Exempt** list. For K-8th grade students, this will mean that you will only turn in *Reviews* after the second and fourth quarter. **You must still turn in grade/attendance forms every quarter.** When writing these reviews, you only need to

cover the entire semester. Note: this is for K-8th only. The 9th-12th grade students are already on a semester-only review schedule and are to briefly document, the entire semester. After you have been homeschooling five years and been with PFA at least one year, you may be put on **Permanent Exempt** status, which means the review forms will no longer be required.

Re-enrollment

Re-enrollment for the PSP begins in May. There is an early bird discount of ten dollars if the completed paperwork and payment are in before the middle of June. Re-enrollment is not automatic; it must be requested each year. There is always some turnover, and we don't assume everyone is returning.

Please do not confuse re-enrollment in the Day School with re-enrollment in the PSP. They must be done separately. Most of the re-enrollment forms can be filled out on line , or printed off our website.

Keep copies

It is imperative that you maintain your own records for your students. If you are submitting your grades in hard copy, make copies for your own records. Though it has only happened a few times, there have been instances of paperwork being lost in transit. You would not want to spend the time twice to fill out these reports.

Late Fees

Reports are due one week after the quarter ends. After the first due date, there is a two week grace period in which you can still turn in reports without paying a fine. When this deadline is up (three weeks after the quarter ends) there is a \$10 per week, per family, fee for up to four weeks, with a maximum of \$40 fine per family, per quarter. Please just turn your reports in on time! We do reserve the right to remove a family from the PSP if we find a disregard for these deadlines. If life brings complications, which make it difficult to meet these deadlines, please contact us and explain the situation. There is always room for grace. Procrastination and disorganization do not qualify as reasonable excuses.

HSLDA

It is important to remember that membership in HSLDA is mandatory to be enrolled in the PSP. The HSLDA database can be accessed any time to insure that PFA members are currently enrolled. If you registered with them under a different group number, your name will not appear on my roster. It is important to transfer your membership to our group number. **You will be removed from the PSP if membership is not current.**

Pioneer Family Home School considers it a ministry to help you fulfill God's call to educate your children at home. It can be a very challenging task at times, but the rewards are immeasurable and eternal.

“Not that we are sufficient of ourselves to think of anything as being from ourselves, but our sufficiency is from God.” II Cor. 3:5

Contact Information

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Home School Legal Defense Association (HSLDA)
(540) 338-5600 Web Site: www.hsllda.org

Christian Home Educators Association (CHEA)
(800) 564-2432 Web Site: www.cheaofca.org

Bob Jones University Press
(Achievement tests) 1-800-845-5731
Web Site: www.bjup.com

Brain Training
Lexie Burns
www.NeuroPlayBrainTraining.com

College Planning
Sharon Nuss
Advantage Learning Systems
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