



Southlands Christian Schools

Private Satellite Program

Handbook

Revised 8/2017

Southlands Christian Schools operates and admits students of any race, color, national and ethnic origin and students are offered all rights, privileges and programs generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school administered programs.

southlandscs.com/psp

Southlands Christian Schools PSP
18550 Farjardo St, Rowland Heights, CA 91748

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PRIVATE SATELLITE PROGRAM POLICY Policy, Administrative Rules, and Regulations

PURPOSE

It is the express purpose of Southlands Christian Schools to stand together with those Private Satellite Program (PSP) families, enrolled in our program, who have determined by personal conviction that they wish to educate their own children. It is expected that these families shall have an established Christian home, based upon the Word of God.

We are convinced that each parent has been given the ultimate responsibility, under God, for the development of Christian character and the academic education of his child. PSP parents have chosen, often through much personal inconvenience, not to delegate this responsibility directly to any school, but to assume it personally. Southlands Christian Schools supports this alternative form of education.

As the home education movement matures, we will continue to alter our expectations to better meet the needs of the PSP families enrolled with Southlands Christian Schools.

Therefore, this policy will be reviewed and updated annually.

THE PRIVATE SATELLITE PROGRAM STAFF

A PSP staff shall be appointed that meets the school's criteria, supports the PSP philosophy without reservation, and stands in unity with the goals and desires of Southlands Christian Schools. In selecting the PSP staff, preference will be given to applicants who have made the decision to home educate their children or who have provided home education in the past.

The PSP staff includes, but is not limited to, the PSP Director, the High School Coordinator, the K-8th Coordinator, the Events Coordinator, and the Support Group Leaders.

APPLICATION PROCESS TO ENROLL IN SOUTHLANDS PSP

Families applying to Southlands Christian Schools PSP must complete the new family application including individual student information for each enrolling child. In addition, they must submit the following items:

- Emergency/Disaster & Release Form
- Statement of Faith, signed
- Teacher Application
- Teacher Photo
- Copies of Students' Birth Certificates
- Transfer of Records form, with complete address of previous school
- Complete, updated immunization record, including TB results, for each student according to the state requirements.
- All 1st grade students must submit a signed Health Examination Form.
- Student Applications for students in grades 6–12, signed
- High school transcript for students entering grades 10–12
- All applicable fees

ADMISSION INTERVIEW

Each new family applying to the PSP is required to have a personal interview with a Support Group Leader, **to ensure that the new family and the school are philosophically well matched. High School parents and students may be required to have an additional interview with the High School Coordinator.** Each new family may visit one support group meeting or special event prior to being accepted into the program. The school reserves the right to refuse entry on the basis of perceived educational, philosophical, or religious differences. In addition, no family will be accepted into the program if they have an unpaid debt from the previous school or an outstanding debt to Southlands Christian School. An inquiry will be sent out in conjunction with the transfer of records asking for this information. Only the Director has the authority to make the final decision regarding acceptance of each new family into the PSP.

Our policy allows high school students to enroll only at the beginning of each semester. We do not allow high school students to enroll after the second week of each semester. Seniors must be enrolled for two semesters to be allowed to graduate. A high school student must be taking 20 units to be considered a full-time student.

REQUIREMENTS OF PRIVATE SATELLITE STUDY DEPARTMENT

1. **All new High School Students/Parents must meet with HS coordinator to set up High School plan.**
2. Paperwork must be turned in to the Support Group Leader **on the dates** listed on the Timeline and also listed in the monthly calendars. These forms include: Goals & Objectives, High School Plan, High School Course Summaries, Quarter Reports, Community Service Form, Attendance Records, and Report Cards. **A fee will be charged for late paperwork.**
3. Lesson plans or an educational log should be kept for each student enrolled in the PSP program.
4. A minimum of 175 school days of attendance are required each school year.
5. All academic subjects must be taught in English, as required by the education code.
6. Students in grades K–8th must have 200 minutes of P.E. per 10 school days, as required by the education code. Students in grades 9th–12th must have 400 minutes of P.E. per 10 days of school.
7. It is the policy of Southlands Christian Schools that no child shall be left without adult supervision during school hours. We do require that the student be with his or her teaching parent during school hours.
8. Parents are responsible for supervising their children at all PSP events or park days.
9. All Southlands PSP students must comply with the campus Dress Code Policy. Please see the handbook for the policy or ask your Support Group Leader for a copy.
10. Students and teaching parents must not use foul or vulgar language. Such language is not permitted at any time during school events. School events include being on the campus, playing sports with the campus, field trips, testing week, park days, or any other event or activity associated with Southlands Christian School.
11. There are mandatory meetings and events throughout the school year. These include, but are not limited to the following:
 - Back-to-School Night
 - Picture day (all students must attend)
 - Testing for grades 5th–11th
 - **Attendance by the teaching parent and their students is required at one park day per month during the school year. High school students enrolled in classes or working during a scheduled park day may be**

excused from attendance. It is the parent's responsibility to communicate with the Support Group Leader if the high school student will not be attending park days. A fee will be charged for non-attendance, if not communicated with leadership.

GRADE PLACEMENT UPON ENROLLMENT

New students in Southlands PSP shall be placed in the grade level that matches his/her chronological age or in the grade immediately following the last grade completed.

ANNUAL TESTING

Annual testing is conducted during the spring using the Terra Nova 3 Test and all teaching parents of testing students are required to help during the testing week. Students enrolled in Southlands PSP in 5th through 11th grades must test each year, it is optional for 1st through 4th grade students.

A student in seventh grade or higher who's scores show low mastery in three or more subjects for more than two years will be placed on probationary status.

Parents of students who's scores show low mastery levels will be asked to follow a program to facilitate a more accelerated learning experience. If a student's test scores do not show improvement the following year, the teaching parent will be asked to consider having their student tested for learning disabilities before the next school year. Students who have documented learning difficulties, vision problems, hearing problems, etc., can be given various accommodations during testing week.

FEES

An annual filing and matriculation fee per student is due at the time of registration. This fee is not refundable. Tuition fees are due on the first of each month, September through June, inclusive. Southlands reserves the right to adjust school fees at any time. A late fee will be assessed if the tuition payment is not received at the school by the tenth of each month. Late

paperwork fees and fees for non-attendance at park days will be assessed. All fees are to be mailed in the green envelopes. These envelopes are included in the Back-to-School night folder provided to each enrolled family. Families may also set up online tuition payments with their bank. Please don't forget to include PSP after the school name and use the Rowland campus address.

CONTINUATION AT SOUTHLANDS CHRISTIAN SCHOOLS

Students shall continue to be served at Southlands PSP if:

1. Fees are paid on time.
2. Parents comply with scheduled meetings, required paperwork, and testing.
3. Compatibility is perceived between parent and school.
4. Students do not fall seriously behind academically, as described previously.
5. It has been determined by the school that an acceptable educational program is being pursued.
6. Students have complied with Dress Code Policy with an attitude of respect.
7. Students have been taught all academic subjects in the English language.
8. Applications and forms are completely filled out and signed by both parents.
9. Students and parents are in compliance with the rules and regulations set forth in the policy and application.

Optional Activities For PSP STUDENTS (Additional fees will be required)

CIF SPORTS

- Student must be enrolled with Southlands Christian School, PSP to try out and compete.
- All required fees must be paid to the campus and all required paperwork completed, including the Physical Examination form.
- Students must comply with all CIF rules.
- Curriculum from the approved list must be used for core classes.

- **All families, with a high school student playing sports, must meet with PSP staff every quarter to have official grades verified and issued and to schedule assignments. All daily course work, as well as quizzes and tests will be reviewed and PSP staff will issue the official grades.**

MIDDLE SCHOOL ATHLETICS

PSP students in grades 6, 7, and 8 may participate in campus middle school athletics. The athletic program offers sports for both boys and girls, including flag football, volleyball, basketball and soccer*. Students are required to pay a sports fee. There may also be an additional uniform fee. Any student who wishes to participate in the sports program must be currently enrolled in the PSP program and have medical release forms and permission slips submitted before participating in any practice sessions. For current information, contact your support group leader or the athletic director.

*Sports offered may vary from year to year

CO-OP

Co-op classes are available to all home-schooled students. Classes change yearly and are held off campus. For more information, contact the Co-op Coordinator, your Support Group Leader, or check the website.

SCHEDULE A

Schedule A is available to students in K-5th grade: This option is subject to campus classroom **availability**. Schedule A students attend school with the campus students of the same grade level one day per week. This gives the PSP students an actual classroom experience. Students are expected to bring their own work and follow all campus rules including wearing school uniforms. PSP Registration & Campus Emergency form required.

SCHEDULE B

Schedule B is available to students 6th-12th grade. PSP students who choose to participate in Schedule B enroll in campus classes and attend with the campus students every day. This gives the student actual classroom experience and high school students earn high school credits from the campus. Students must register before the beginning of each semester and pay all fees to the campus. An interview with campus staff will be required and placement tests may be administered. Students will be expected to attend every class session and comply with all campus rules. Interested students should contact PSP staff for a form and contact campus to schedule an interview, testing, etc.

Elementary
and
Middle Grades
K–8th



Dress Code Policy

Our Dress Code May Be Summarized In Four Basic Principles:

- 1) Clean
- 2) Neat
- 3) Modest
- 4) Appropriate

Clothing should be appropriately functional for activities in which students will engage. A neat and properly attired student will help create a positive atmosphere for learning. The dress code policy should be adhered to for all school functions on and off campus. The administration will be the final judge of what is inappropriate.

Uniforms are only required for students taking classes on campus (Sch.A or Sch. B)

Girls' Dress Code

Pants, shorts, skirts, and skorts sold by Dennis School Uniforms are approved for daily attire.

Skirts must not be shorter than 3 inches above the knee and skorts must not be shorter than 5 inches above the knee.

Solid black or brown belts are required with pants.

Polo shirts and oxford shirts sold by Dennis School Uniforms are approved for daily attire.

All shirts must be tucked in.

All outerwear (jackets, cardigans, sweaters) sold by Dennis School Uniforms are approved for daily attire.

Solid navy blue, black, or white tights and socks are approved for daily attire.

Leggings and or other pants are not approved.

Boys' Dress Code

Pants and shorts sold by Dennis School Uniforms are approved for daily attire.

Solid black or brown belts are required with pants and shorts.

Polo shirts and oxford shirts sold by Dennis School Uniforms are approved for daily attire.

All shirts must be tucked in.

All outerwear (jackets, cardigans, sweaters) sold by Dennis School Uniforms are approved for daily attire.

Solid navy blue, black, or white socks are approved for daily attire.

Hairstyle Guidelines

Hair must be neat, clean, well groomed and natural in color

Extreme hairstyles are not permitted (i.e. dreadlocks, mohawks.)

Hair must be evenly shaped

Boys

Hair should not extend below eyebrow line in the front. Hair should not extend past the earlobes on the sides and must not touch the shoulders in length.

Footwear

Black, brown, grey, navy, or white shoes are required for daily attire.

Open-toed and open-back shoes are not acceptable.

Extreme combinations of these colors are not acceptable (i.e. animal print, emblems outside of the approved colors.)

Extreme style shoes are not acceptable (i.e. studded shoes, winged shoes.)

Shoe heels should not exceed 2 inches in length.

Boots are not approved.

Accessories

Girls

Solid black or brown belts are required with pants.

Solid black, white, or navy blue tights or socks are approved for daily attire.

Basic jewelry is acceptable.

Boys

Solid black or brown belts are required with pants and shorts.

Solid black, white, or navy socks are approved for daily attire.

Make-up

Girls

Extreme makeup is not acceptable.

Boys

Makeup and nail polish is not acceptable.

A student dressed in ways prohibited by our policy will not be allowed in class until the student is appropriately dressed. We will notify a parent immediately in such cases.

However, classes missed as a result of dress code violations will be considered unexcused absences. In addition, repeat violations of the dress code will result in disciplinary consequences.

An Overview of Required K–8th Grade

Paperwork

Carefully read the following pages of paperwork requirements and samples. This is the paperwork that you are required to submit to our PSP. All forms are available on the SCS PSP website under Enrollment/Forms. You must have Adobe Reader to use forms, see website for link to download free Adobe. They are fillable/savable forms, which means you can type into them, save them, and print them out to turn in. They must be typewritten, handwritten forms will not be accepted. All samples are given in the Back to School night folder. If, after reading the requirements for each form and studying the sample, you are unsure how to fill out these forms, please call your Support Group Leader or the K–12th Grade Coordinator. We cannot accept paperwork by email or FAX.

The following schedule will help you remember when paperwork is due. Your monthly Support Group calendars will have the exact dates that paperwork is due. Paperwork is given to the Support Group Leader on the appropriate park day. Always keep a copy of all submitted paperwork.

Second Park Day in September or second Park Day after you have been accepted:

- K–8th Grade Curriculum/Goals & Objectives Report

End of First Quarter:

- Original first Quarter Report
- Copy of Attendance Report (you keep original)

End of Second Quarter/End of First Semester:

- Original second Quarter Report
- Copy of Attendance, showing quarters 1 & 2 (you keep original)
- Original Report Card for grades 6th– 8th

End of Third Quarter:

- Original third Quarter Report
- Copy of Attendance, showing quarters 1,2, & 3(you keep original)

End of Fourth Quarter/End of Second Semester:

- Original fourth Quarter Report
- Original Attendance, **plus** one copy, showing quarters 1, 2, 3, & 4
- Original Report Card for grades 6th – 8th
- Paperwork for 8th grade is due by June 1st (mail to K-12 Coordinator)

Students who are schooling year-round must turn in copies of required paperwork when it is due. You may start your school year at any time but you must end in June. **Failure to turn in paperwork on time may result in a fine and/or being dropped from Southlands Christian Schools PSP.**

Attendance Record Requirements

1. One Attendance Record is required for each student enrolled.
2. The Attendance Record Form can be found at the SCS PSP website under Enrollment/Paperwork.
3. Enter the letter “E” for the first day you begin schooling. Thereafter, you will **only** enter “1’s” for each day of school. Do not enter sick days, field trips, vacations, or holidays; those days will be noted in your Lesson Plans. Leave weekends blank unless schooling takes place. You must adjust the month’s column that has the E because it will not be counted. Once you adjust that month’s total, the total days will automatically adjust.
4. At the end of the school year, you will turn in your original (plus a copy) with the year’s total recorded. Keep a copy for your records.
5. A minimum of 175 days of attendance is required.
6. Only if you leave the PSP, you must enter the letter “L” in the square corresponding to the student’s last day of school with Southlands Christian Schools. Please also adjust the bottom of this column as it will not be counted. Then mail the original Attendance Record along with the Quarter Report to the K–12th Grade Coordinator.
7. Failure to turn in paperwork on time may result in a fine and/or being dropped from Southlands Christian Schools PSP.

Curriculum/Goals & Objectives Report

***Please see Paperwork Sample documents in your Back to School Night folder for examples**

1. The Curriculum/Goals & Objectives Report must be filled in on the form located at the SCS PSP website under Enrollment/Paperwork.
2. The Curriculum/Goals & Objectives Report must be turned in at the second Park Day in September. If you enter the PSP 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 student's name, grade, and the school year.
4. Record the subjects or classes your student is studying. You may need to delete subjects listed and type in the appropriate classes for your student.
5. Curriculum/Resources is a list of all the materials you plan to use for this subject. Include your textbooks, workbooks, manipulatives, videos, DVDs, etc. you will need to record the Goals and Objectives in the next column. You may find the table of contents, the publisher's catalog a helpful resource.
6. Bible, social studies, math, language, science, and physical education must be covered daily during each school year. Social Studies and Science may be covered 2-3 days a week in the elementary years.
7. Failure to turn in paperwork on time may result in being dropped from Southlands Christian Schools PSP. A fee for late paperwork will be charged

K-8th Quarter Report Requirements

***Please see Paperwork Sample documents given in the Back to School Night folder for examples**

The Quarter Reports are required to assess your student's progress and to verify that schooling is taking place. A copy of the Quarter Report will be required for each student enrolled in the PSP.

1. This report must be filled in on the form located at the SCS website under PSP paperwork. Make a copy for your records.
2. To complete the top of the Quarter Report, circle the appropriate quarter, record the teacher name (first and last), student's name, grade level, and school year.
3. In the Curriculum and/or Recourses column record the curriculum you are using.
4. In the Pages and/or Concepts column, record what has been accomplished during the quarter. Depending on your curriculum you may want to record page numbers, chapters, lesson numbers, or concepts. In any case, the subsequent quarter should follow the succeeding quarter's information. For example, if the student completed pages 1-54 in the 1st qtr. then the 2nd quarter should be pages 55-110. Indicate that the student has met the Physical Education requirement of 200 minutes for every ten days of school and list the activities the student participated in during the quarter.
5. The next column is Progress Report Test/Project Grades. Here you will record a brief progress note for every subject. This includes PE and any electives that you are recording. For grades 6 through 8, you must record letter grades here. For students in kindergarten through 5th grade, the standard A,B,C,D,F scale must be used if a report card will be issued. If you will be submitting a Certificate of Completion in lieu of report cards, you may use letter grades or word descriptions to record their progress. Examples; Excellent, Good, Satisfactory, Progressing but needs improvement, etc.
6. At the bottom of the Quarter Report you will record the total number of days year-to-date.

Report Cards

***Please see Paperwork Sample documents given in the Back to School Night folder for examples**

1. Report Cards are mandatory for grades 6th and above. Report Cards must be filled in on the form located at the SCS website under PSP paperwork. Make a copy for your records.
2. At the top record the student's name, teacher's name (first and last), school year, grade level, and indicate first or second semester. Sign the bottom and record the date.
3. List the subjects or classes the same way they are listed in your Curriculum/Goals and Objectives Report.
4. Grade levels 6th and above must have letter grades recorded. Please use the standard A,B,C,D,F scale to correlate with your quarter reports. The codes at the bottom of the report card are optional. K– 2nd grades may use the O-outstanding, S-satisfactory, N-needs improvement, system.
5. We strongly encourage parents to prepare a report card for their student's cumulative file. This will indicate grade level and academic progress, in case they have to be enrolled in a conventional school.

Certificate of Completion

***Please see Paperwork Sample documents given in the Back to School Night folder for examples**

If you choose not to provide a report card for your K–5th grade student you will need to complete and sign a Certificate of Completion. This is available on the SCS website under PSP paperwork. This should not be confused with the Promotion Night Certificate. The Certificate of Completion indicates that the student has completed a grade and has been promoted to the next grade level; the Certificate is placed in the student's cumulative file.

Computing Numerical and Letter Grades

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

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 student's ability, effort, and attitude. 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 this course?

The Quarter 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 for 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. Here are some examples:

Student grades: 95, 85, 90, 75, 80.

Compute the sum of the grades: $95 + 85 + 90 + 75 + 80 = 425$.

Divide the sum by the number of grades. In this example there are 5 grades.

$425 / 5 = 85$, or 85% which equals a B grade.

Student grades: A, B, A, C, C.

Convert the letter grades to their numerical values: 4, 3, 4, 2, 2.

Compute the sum of the grades: $4 + 3 + 4 + 2 + 2 = 15$.

Divide the sum by the number of grades. In this example there are 5 grades.

$15 / 5 = 3$. Convert back to a letter grade; 3 = B.

High School



SOUTHLANDS *PSP* CHRISTIAN SCHOOLS | PRIVATE SATELLITE PROGRAM

Dress Code Policy

Our Dress Code May Be Summarized In Four Basic Principles:

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- 2) Neat
- 3) Modest
- 4) Appropriate

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Uniforms are only required for students taking classes on campus (Sch.A or Sch. B)

Girls' Dress Code

Pants, shorts, skirts, and skorts sold by Dennis School Uniforms are approved for daily attire.

Skirts must not be shorter than 3 inches above the knee and skorts must not be shorter than 5 inches above the knee.

Solid black or brown belts are required with pants.

Polo shirts and oxford shirts sold by Dennis School Uniforms are approved for daily attire.

All shirts must be tucked in.

All outerwear (jackets, cardigans, sweaters) sold by Dennis School Uniforms are approved for daily attire.

Solid navy blue, black, or white tights and socks are approved for daily attire.

Leggings and other pants are not approved.

Boys' Dress Code

Pants and shorts sold by Dennis School Uniforms are approved for daily attire.

Solid black or brown belts are required with pants and shorts.

Polo shirts and oxford shirts sold by Dennis School Uniforms are approved for daily attire.

All shirts must be tucked in.

All outerwear (jackets, cardigans, sweaters) sold by Dennis School Uniforms are approved for daily attire.

Solid navy blue, black, or white socks are approved for daily attire.

Hairstyle Guidelines

Hair must be neat, clean, well groomed and natural in color

Extreme hairstyles are not permitted (i.e. dreadlocks, mohawks.)

Hair must be evenly shaped

Boys

Hair should not extend below eyebrow line in the front. Hair should not extend past the earlobes on the sides and must not touch the shoulders in length.

Footwear

Black, brown, grey, navy, or white shoes are required for daily attire.

Open-toed and open-back shoes are not acceptable.

Extreme combinations of these colors are not acceptable (i.e. animal print, emblems outside of the approved colors.)

Extreme style shoes are not acceptable (i.e. studded shoes, winged shoes.)

Shoe heels should not exceed 2 inches in length.

Boots are not approved.

Accessories

Girls

Solid black or brown belts are required with pants.

Solid black, white, or navy blue tights or socks are approved for daily attire.

Basic jewelry is acceptable.

Boys

Solid black or brown belts are required with pants and shorts.

Solid black, white, or navy socks are approved for daily attire.

Make-up

Girls

Extreme makeup is not acceptable.

Boys

Makeup and nail polish is not acceptable.

A student dressed in ways prohibited by our policy will not be allowed in class until the student is appropriately dressed. We will notify a parent immediately in such cases.

However, classes missed as a result of dress code violations will be considered unexcused absences. In addition, repeat violations of the dress code will result in disciplinary consequences.

High School Diploma

Below you will find the requirements for earning a Southlands Christian School PSP high school diploma. To earn a diploma from the PSP the student must complete the course requirements below and have 220 credits.

Bible — 4 years (or every semester while enrolled in the PSP)

English — 3 years required

Mathematics — 2 years required, including one year of algebra

Social Science — 3 years required:

- 1 year of U. S. History
- 1 year of World History
- 1 semester of Economics
- 1 semester of Government/Civics

Science — 2 years required:

- 1 year of physical science
- 1 year of life science (labs are optional)

Foreign Language or Fine Arts — 1 year of either is required

Health & Drug Education — 1 quarter required

Physical Education — 2 years required

Electives — Your choice. We recommend computer and keyboarding.

Community Service – 5 hours per quarter.

Entry into 4-Year College *

Universities and colleges have additional entrance requirements. * Please consult the college handbook or the college website for their requirements and for class credits given.

In general, they require:

- 1 year of U.S. History
- 1 year of World History
- 1 semester of Government
- 1 semester of Economics
- 4 years of English
- 3 years of Mathematics (*4 recommended*)
- Biology & Chemistry
- Physics (*recommended but not required*)
- 2 years of Foreign Language (*3 recommended*)
- 1 year Visual and Performing Arts
- 1 year of College-Preparatory Electives
- 2 years of Physical Education

An Overview of Required High School Paperwork

Carefully read the following pages of high school paperwork requirements and samples. This is the paperwork that you are required to submit to our school. All forms are available on the SCS PSP website under Enrollment/Forms. You must have Adobe Reader to use forms, see website for link to download free Adobe. They are fillable/savable forms, which means you can type into them, save them, and print them out to turn in. They must be typewritten, handwritten forms will not be accepted. All samples are given in the Back to School night folder. If, after reading the requirements for each form and studying the sample, you are unsure how to fill out these forms, please call your Park Group Leader or the High School Coordinator. We cannot accept paperwork by email or FAX. The following schedule will help you remember when paperwork is due. Your monthly Support Group calendars will have the exact dates that paperwork is due, as well as the Timeline and Website calendar. Paperwork is given to the Support Group Leader on the appropriate Park Day. Always keep a copy of all submitted paperwork.

Second Park Day in September or second Park Day after you have been accepted:

- High School Four-Year Plan. (Submit a new one each year only if you have made changes.)
- High School Course Summaries and Curriculum Report.

End of First Quarter:

- Original first quarter High School Quarter Report.
- Copy of Attendance Report (you keep original).
- Community Service Form.

End of Second Quarter/End of First Semester:

- Original second quarter High School Quarter Report.
- Copy of Attendance, showing quarters 1 & 2 (you keep original).
- Original Report Card.
- Community Service Form.

End of Third Quarter:

- Original third quarter High School Quarter Report.
- Copy of Attendance, showing quarters 1, 2, & 3 (you keep original).
- Community Service Form.

End of Fourth Quarter/End of Second Semester:

- Original fourth quarter High School Quarter Report.
- Original Attendance, showing quarters 1, 2, 3, & 4 **plus** one copy (you keep an additional copy).
- Report Card.
- Community Service Form.

Students who are schooling year-round must turn in copies of required paperwork when it is due. You may start at any time but you must end in June. Seniors will need to turn in their fourth quarter paperwork on June 1 so that Grad-Checks and transcripts can be completed before graduation.

High School Four-Year Plan Requirements

***Please see Paperwork Sample documents given in the Back to School Night folder for examples**

1. Choose which plan you want your student to complete, either the High School Diploma Plan or the College Prep Plan.
2. The Four-Year Plan must be filled in on the form located at the SCS website under PSP paperwork.
3. Fill in the boxes with the required courses and the electives that you have chosen for your student. Add the letter "A" to the course title to indicate that this is the first semester that the student is taking this course. Add the letter "B" to the course title to indicate that this is the second semester that the student is taking this course. Add "A&B" if your student is taking the course both semesters of the school year. Note: "A" does not necessarily indicate the first semester of the school year, nor does "B" necessarily indicate the second semester of the school year. These letters simply indicate that a course of the same name was taken over a two-semester period.
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. There is a limit of 45 credits per semester, or nine classes. Do not exceed this limit; credit will not be given for more than nine classes per semester. The credit total for all four years of high school must be at least 220.
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." If you choose to receive credit for P. E., your Report Card should read "P. E./Ballet."
6. If you started high school at another school and are transferring into the PSP, you must fill in the courses completed with a grade of "D" or better at your previous school(s).
7. This Four-Year Plan must be turned in with your High School Course Summaries and Curriculum Report at the second Park Day in September. If you enter the PSP during the school year, these forms will be due the second Park Day after you have been accepted.
8. Failure to turn in this paperwork on time may result in a fine and/or being dropped from Southlands Christian Schools PSP.

High School Course Summaries and Curriculum Report

***Please see Paperwork Sample documents for examples**

1. The High School Course Summaries and Curriculum Report must be filled in on the form located at the SCS website under PSP paperwork.
2. The Course Summaries and Curriculum Report must be turned in with your Four-Year Plan at the second Park Day in September. If you enter the PSP 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 student's name, the grade level of the student, and the school year.
4. The Course Title must be the complete name of the course. For example: "Algebra 2 A&B." This indicates that the student is taking his second year of Algebra and he is taking it for two semesters. Add the letter "A" to the course title to indicate that this is the first semester that the student is taking this course. Add the letter "B" to the course title to indicate that this is the second semester that the student is taking this course. Add "A&B" if your student is taking the course both semesters of the school year. Note: "A" does not necessarily indicate the first semester of the school year, nor does "B" necessarily indicate the second semester of the school year. These letters simply indicate that a course of the same name was taken over a two-semester period.

Courses must be clearly defined. Bible and English courses must include either the grade level or a distinctive course name. For example Bible 9 A&B, or Old Testament A&B; English 9 A&B, or English Grammar A&B. Math courses must have a specific course title, such as Consumer Math A&B, Algebra I A&B, Geometry A&B. History and science courses must indicate the type of history or science. For example: World History A&B, U. S. History A&B; Physical Science A&B, Chemistry A&B.
5. At the bottom of each Course Title box, fill in "5" if the course is one semester long, and "10" if the course is two semesters long. This indicates the credits to be earned for this course.
6. Curriculum/Resources is a list of all the materials you plan to use for this course. Include your textbook, workbooks, videos, etc. You will need to write a brief course summary in the next box. The Table of Contents and the publisher's catalog will also have a summary of the material covered in their curriculum.
7. A Bible course is required every semester that your student is enrolled in PSP.
8. Failure to turn in paperwork on time may result in a fine and/or being dropped from Southlands Christian Schools PSP.

High School Courses Taught Outside the Home

If your student is taking a course taught by someone other than you, the teaching parent, you will complete your paperwork just as if you were teaching the course yourself. This would include courses at Biola Torrey or Star, E.I.E., Southlands Co-op, etc. You will record the test or assignment grades earned by the student and average them to compute the Quarter Grade. Once these institutions issue their grades you may call or email the High School Coordinator if you need to change any grade.

The only exception to this would be courses taken at a junior college. Because the college issues an official transcript you will not need to record curriculum, pages or concepts completed, or individual grades earned. You will record the course title and the name of the college on your paperwork and submit a print-out of the grade earned.

Summer School

If your student will be taking a summer school course, here are some things to keep in mind: Course credits are based on hours of study. A typical high school semester course is approximately 75 hours of study (or classroom time). If it is a 6 week summer course your student should be studying for approximately 12 hours per week. Also, since our transcripts do not have an area to record summer courses, add it to the 1st semester of the following school year. As we limit you to 9 courses per semester, if you took a summer course then you would only be able to take 8 courses to allow for that summer course. Be sure to keep records of your summer courses and include them on the high school course summary and curriculum report, on the 1st and 2nd quarter report, and on the 1st semester report card.

Community Service Hours

All high school students must complete a minimum of 5 hours of community service per quarter. Community Service Forms are available on the website and must be turned in with quarter paperwork.

High School Quarter Report

***Please see Paperwork Sample documents given in the Back to School Night folder for examples**

The Quarter Reports are required to assess your student's progress, and to validate the grade on the student's Report Card.

1. A copy of the Quarter Report will be required for each high school student. This report must be filled in on the form located at the SCS website under PSP paperwork.
2. To complete the top of the Quarter Report, circle the appropriate quarter, record the teacher's name (first and last), student's legal name, grade level, and school year.
3. Record the courses your student is taking in the Course Title column. Be sure to give the specific course title—the same one you recorded on the Course Summaries and Curriculum Sheet and the High School Four-Year Plan. In the next column, record the curriculum you are using.
4. In the Pages and/or Concepts column, record what has been accomplished during the quarter. Depending on the curriculum you may record the page numbers, chapters, lesson numbers, units, or concepts covered during the quarter. In any case, the subsequent quarter should follow the succeeding quarter's information. For example, if the student completed pages 1-54 in the 1st qtr. then the 2nd quarter should be pages 55-110. Indicate that the student has met the Physical Education requirement and list the activities the student participated in during the quarter. (400 minutes is required for every 10 days of school)
5. In the Project/Unit Grades, Quiz/Test Scores column, record the grades earned during the quarter for this course. You must use an average for each; daily work, quizzes, and tests.
6. The final column is Qtr Grade. Here you must average the grades from the quarter and record a letter grade. At the bottom of the Quarter Report you will record the total number of days year-to-date.
7. Bible should be studied every day. Other subjects may be covered every day or on alternate days. The general rule is 50 minutes of study per class, per day.

Failure to turn in paperwork on time may result in a fine and/or being dropped from PSP Program.

High School Attendance Record Requirements

***Please see Paperwork Sample documents given in the Back to School Night folder for examples**

1. One Attendance Record is required for each student enrolled.
2. The top portion on the Attendance Record must be filled in on the form located at the SCS website under PSP paperwork.
3. Enter the letter “E” for the first day you begin schooling. Thereafter, you will **only** enter “1’s” for each day of school. Do not enter sick days, field trips, vacations, or holidays; those days will be noted in your Lesson Plans. Leave weekends blank unless schooling takes place. You must adjust the month’s column that has the E because it will not be counted. Once you adjust that month’s total, the total days will automatically adjust.
4. You must total the columns for each month. Keep adding to your original copy throughout the school year. At the end of the school year, you will turn in your original (plus a copy) with the year’s total recorded. Keep a copy for your records.
5. A minimum of 175 days of attendance is required.
6. If you leave the PSP, you must enter the letter “L” in the square corresponding to the student’s last day of school with Southlands Christian Schools. Then mail the original Attendance Record along with the Quarter Report to the K-12th Coordinator.
7. Each testing day will count as a full day of school. Field trips may be counted as a day of school.

Failure to turn in paperwork on time may result in a fine and/or being dropped from Southlands Christian Schools PSP.

High School Report Card Requirements

. *Please see Paperwork Sample documents given in the Back to School Night folder for examples

Report cards are mandatory for all high school students and are turned in at the end of each semester.

1. Report cards must be filled in on the form located at the SCS website under PSP paperwork. Turn in the original and keep a copy for your records.
2. List the courses the same way they are listed in the Course Summaries and Curriculum Report. Be sure to use "A" and "B" when required. Remember: "A" indicates the first semester the student has taken the course. "B" indicates the second semester the student has taken the course. Courses which can be taken for more than one school year must indicate the course year and semester. For example: Algebra I A, Spanish II B. This indicates that the student has completed one semester of first-year algebra, and two semesters of the second year of Spanish.

Failure to turn in paperwork on time may result in a fine and/or being dropped from Southlands Christian Schools PSP.

Computing Numerical and Letter Grades

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

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 student's ability, effort, and attitude. 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 this course?

The Quarter 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 for 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. Here are some examples:

Student grades: 95, 85, 90, 75, 80.

Compute the sum of the grades: $95 + 85 + 90 + 75 + 80 = 425$.

Divide the sum by the number of grades. In this example there are 5 grades.

$425 / 5 = 85$, or 85% which equals a B grade.

Student grades: A, B, A, C, C.

Convert the letter grades to their numerical values: 4, 3, 4, 2, 2.

Compute the sum of the grades: $4 + 3 + 4 + 2 + 2 = 15$.

Divide the sum by the number of grades. In this example there are 5 grades.

$15 / 5 = 3$. Convert back to a letter grade; 3 = B.