**W**elcome to the Homeschool Supercenter's homeschool family and thank you for choosing to home educate your student with one of our packages. Choosing to take responsibility for your student's education is an enormous commitment. Your choice will result in limitless rewards and unforgettable adventures.

This daily planner and teaching guide has been developed to help you get started on your, sure to be eventful, endeavor. This planner will help ease your organization requirements regarding lesson plans, grades, and attendance reports, while fulfilling state requirements. Most states, require some form of record keeping. A properly maintained planner will provide proof of curricula, lesson plans, grades, and attendance to support and fulfill any home education obligations required for your specific situation.

By the end of your school year, your planner/portfolio should contain student records for a full year. The material presented here is, by no means, in-depth. It is merely suggestive in nature with; ideas, guides, and recommendations. This planner will become a necessary asset throughout your homeschooling year.

A portfolio can be kept containing a collection of various *samplings* of activities and materials that your student has used and work that he/she has accomplished. There are many ways to keep a portfolio. This planner and guide can be utilized as your student's portfolio. A complete portfolio should contain; a log of lessons or a schedule, activities, attendance, and grades on the appropriate pages. Then add a few, not all, samples of your students work showing \*educational progress. The following are some suggestions of what you may want to add to this planner to complete your portfolio:

Samples of tests, essays, or research papers
Completed course verification forms (for courses not text book based. These might include; out of home work, religious studies, or volunteer activities.
Photos from field trips or special events
Certificates and Awards
Standardized test results

### How to utilize this planner for your student PORTFOLIO:

- Purchase a three ring binder, choosing of course, the style and size that best suits your family and their needs.
- Divider tabs (for labeling core courses) will be very useful.
- You may want to copy the Table of Contents for each book your student will be using this school year and place the Table of Contents directly behind the correlating tab divider. This will reduce the necessity of keeping all your student's text or workbooks once they have been completed.

### In this planner you will find:

- This Welcome Letter
- Goals and daily/weekly activities sheet
- Curriculum list form
- Reading Journal form
- Daily Planner Sheets\* (40 pages)
- Grades and Attendance Reports.
- Course Verification Form
- Transcript Form
- Report Card Form

\*When you purchase a complete curriculum package from one of our affiliate providers, your student most likely received a suggested schedule based on a standard 36-week school year. Utilizing the schedule provided, along with the daily planner sheets in these forms, using a pencil - write the assignment for the day under the appropriate subject. We have provided a few extra daily planner sheets for those unexpected changes.

# What are my responsibilities regarding Legal Matters?

Home Education is legal in all 50 states, however, each state has it's own statutes, requirements, and regulations. We suggest that you include a copy of your state requirements in this planner. Visit: <u>www.hslda.org</u> for more information.

In addition, a vast amount of information can be found on the Internet.

Most State Home Education laws allow for one or more of the following: (check your state statutes)

- A Home Education Program
- A Private School
- A Charter School
- A "Umbrella", "Cover", or "Satellite" School
- A Church School
- A Private Tutor
- A Correspondence Study Program
- A Independent Study Program

### What is educational progress?

\*Educational progress is shown by documented evidence kept "contemporaneously with the instruction", which means the documentation should be occurring at the same time as the instruction.

This is shown through chronological order of materials and/or topics covered and taught. This is <u>not</u> just the student's *best* work.

### How to Schedule, you ask?

A typical school year is 180 days long, divided evenly, yielding 36 weeks. Thus, most subjects are divided into 36 lessons. To make scheduling simple we recommend 5-day school weeks. Most courses are scheduled for 36 lessons; one lesson per week.

The school year can be divided into four quarters, nine weeks in each. Each quarter is one grading period.



Or; it can be divided into six grading periods, six weeks in each.

	1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester	
1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period
6 Weeks	12 Weeks	18 Weeks	24 Weeks	30 Weeks	36 Weeks
30 Total Days	60 Total Days	90 Total Days	120 Total Days	150 Total Days	180 Total Days

When dividing courses into lessons keep in mind that:

- 1. Most courses do not divide equally so assignments may not, at all times, be consistent.
- 2. Many courses may be taken from more than one textbook.
- 3. Some texts are best divided by pages, others by chapters, and others by lessons. If, for example, a math course has 360 pages, the students' goal would be to complete 10 pages per week. This allows time to embellish the schedule with unit studies, library/field trips, religious instruction, etc.

# Choosing a schedule format

Keep in mind your student's abilities and what will be the most productive and least frustrating schedule for him/her.

- **One or two subjects a day** has worked will for older students, especially for those who were dissatisfied with public school. Correspondingly, this is much simpler for the instructor, having only one or two subjects to teach daily.
- Block scheduling is accomplished by scheduling 2 or 3 subjects each day on a rotation.
- **Individual course scheduling** is choosing one of the courses and working through the entire course until completed.
- Every subject Every day works well for the young student, especially Kindergarten thru 3<sup>rd</sup> grade. Making sure to cover Reading, Writing, and Math every day, for short periods of time, since younger students have a shorter attention span.

# What about grading?

Study – Answer – Check – Correct also known as "S.A.C.C."

We recommend the SACC study plan for assignments that are not direct instruction, i.e. students who are working independently (generally 6<sup>th</sup> grade and above).

Study - the materials.

**Answer** - the corresponding questions.

Check – the answers, self-check or Mom or Dad checks the daily assignments.

**Correct** - any wrong answers; this is done by reviewing the material covering the question answered incorrectly.

According to professional educators, this is a proven method known to reap high academic achievement by nurturing the development of: patterns of success.

Your student's errors are corrected daily without actually grading them. The student is then allowed to immediately correct his/her errors. Then the work is graded. Because mistakes are realized and corrected right away, complete understanding is established. Using this system, students generally do very well. Students applying SACC develop superior study habits and a healthy self-esteem.

Students should do all work in pencil, thereby allowing for correction.

If after using this method for a period of time your students test scores are low, the indication may be that something is wrong.

If using S.A.C.C. we recommend recording grades from the following:

- End of Chapter reviews
- End of Unit reviews
- Pre-tests
- Post-tests
- Cumulative Reviews
- Tests
- Quizzes

Calculating grades may be done in numerous different ways. First, determine your grading scale. Here are a couple of suggestions:

• Multiple choice, true/false, and fill in the blank questions are worth = \_\_\_\_ points each (*i.e. 20 questions = 40% of grade = 2 points each*)

 Critical thinking and/or essay questions are worth = \_\_\_\_ points each (i.e. 3 questions = 60% of grade = 20 points each)

- (*i.e.* 3 ( Or:
- Total number of questions to be completed (for each exercise) divided by 100 = \_\_\_\_ points each (*i.e. 20 questions divided by 100 = 5 points each*)

## How about Averaging Grades?

To average your students scores: add all scores together in one subject, then divide by the number of scores that you added.

For example:

In Reading "Timmy" had the following scores:  $82 + 91 + 88 + 75 + 100 + 96 = 532 \div 6 = 88.66$  or 89 = BIn History "Timmy" had the following scores:  $66 + 70 + 78 + 85 = 299 \div 4 = 74.75$  or 75 = C (not Timmy's favorite subject)

# Looking for a way to get a diploma? Need an accredited program?



# www.pinnacleschool.com

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SCHOOL YEAR GOALS

# DAILY SCHEDULE

DAY(S)	TIME	SUBJECT

# WEEKLY ACTIVITIES

DAY(S)	TIME	SUBJECT

## FAVORITE WEB SITES & TELEPHONE NUMBERS

www.atthecore.com	1-888-689-4626	
www.homeschoolsupercenter.com	1-334-446-5817	

# SCHOOL YEAR GOALS

# DAILY SCHEDULE

DAY(S)	TIME	SUBJECT

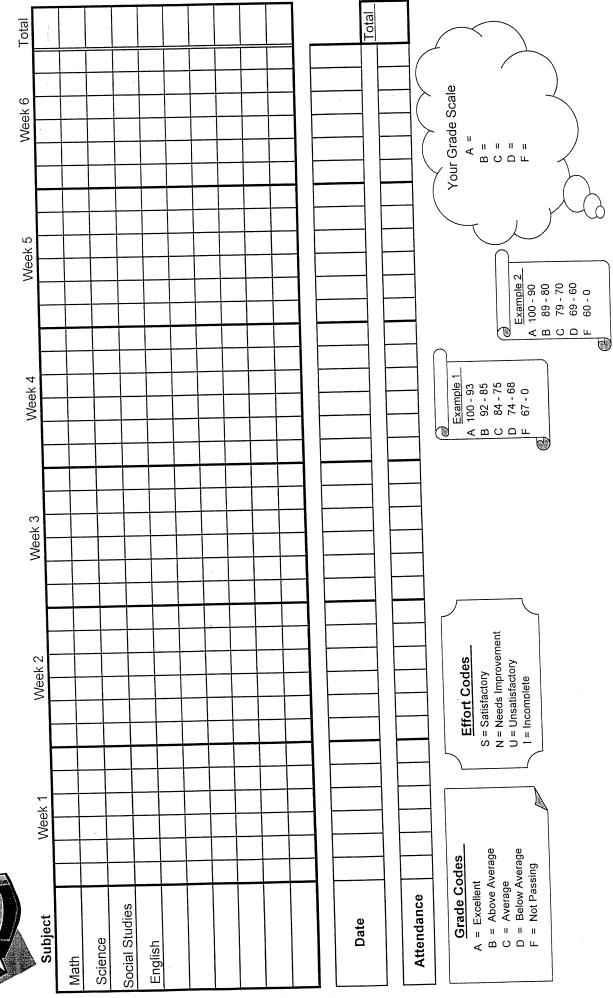
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DAY(S)	TIME	SUBJECT

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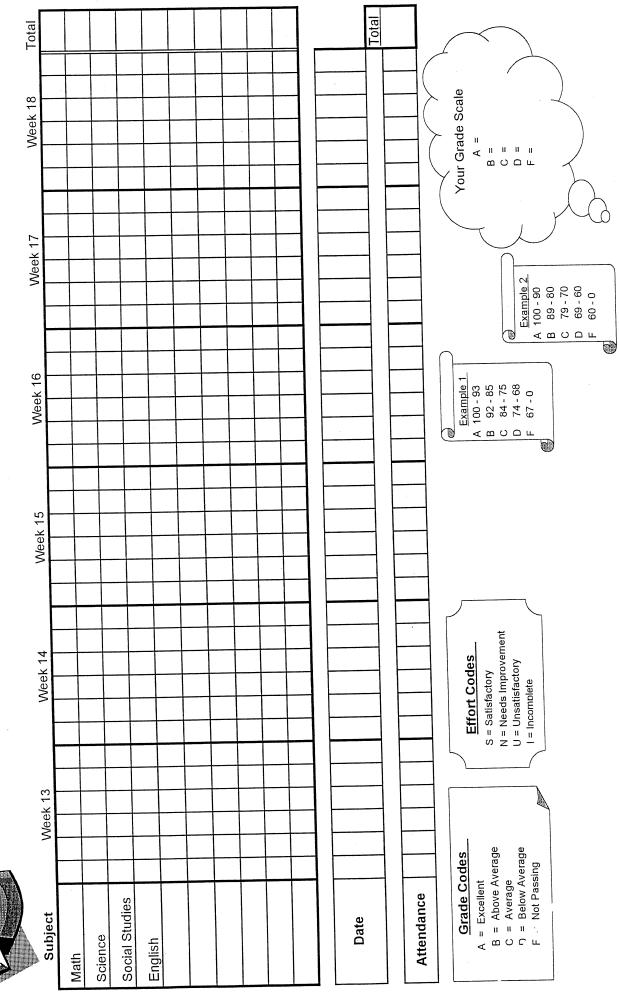
# Grades and Attendance





A = Excellent B = Above Average C = Average D = Below Average F = Not Passing	Attendance	Date				English	Social Studies	Science	Math	Subject		
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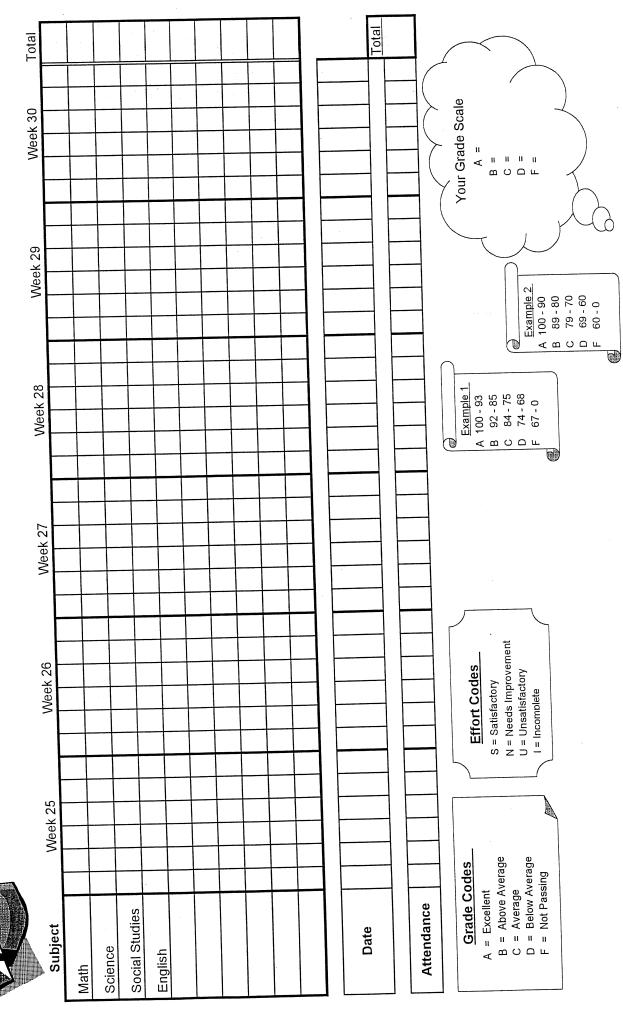
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		SUMMARY	Graduation Date:	GPA:	Total Credits:	4.0 Scale	Signature	2	Date		•	
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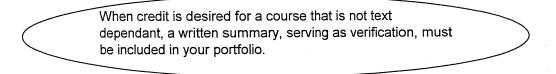
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Student's Name: \_\_\_\_\_

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A. Description of actual activities performed;

B. Date, Day, and Time frame used to perform activity.

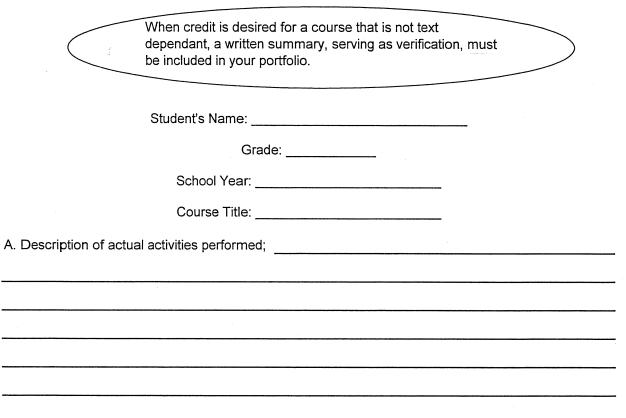
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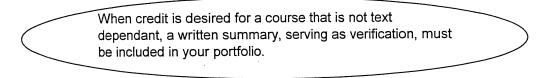
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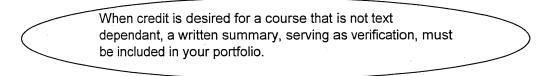
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