

Vinton-Shellsburg & Benton Community Homeschool Assistance Program Handbook

Program Website: <https://sites.google.com/vscsd.org/hsap/home>

VSBC HSAP Student/Parent Handbook

Enrollment

We strongly encourage each family to attend kick-off each fall in order to fill out the proper enrollment paperwork. Each family will be required to fill out a Form A from the Iowa Department of Education for EACH child you enroll in the program.

Open Enrollment

Families who do not reside in the Vinton-Shellsburg or Benton Community school districts may open enroll to either district to join our program. In order to do so you need to file an open enrollment application by the state deadline. The deadline is March 1st for grades 1-12 and September 1st for Kindergartners, for enrollment in the following school year. The open enrollment form can be found on the Department of Education's web site at:

<https://educateiowa.gov/pk-12/options-educational-choice/open-enrollment>

Dual Enrollment

Dual enrollment is enrollment in our HSAP and in one or more courses or extracurricular activities offered at the school in your home district.

Dual enrollment MUST be indicated on the Competent Private Instruction Report (CPI or Form A). You may only check dual enrolled on your Form A if you plan to dual enroll and have the class set up with the school.

If you wish to dual enroll for a program or class you must contact the school counselor for the building in which your students will be taking the class. They will help you get your student enrolled in the desired class.

Immunizations

Immunization records or waivers (medical or religious) need to be turned in with enrollment. If we do not have the records we need by September 15th, your enrollment **will not** be accepted. Also, students in 7th or 12th grade cannot stay enrolled without the required meningococcal vaccine, unless you have submitted a waiver. We are required to report this information by state law, so it is important you take care of this in a timely manner.

Adequate Supervision

As a condition of the VS/BC HSAP, students must have adequate supervision by the parent or other responsible adult appointed by the parent. Parents who have full-time job requirements taking them away from their children during the day, must supply VS/BC HSAP with the name and contact information of an adult responsible for checking on the child when the parent is at work. Failure to maintain regular supervision by an adult will result in cancelled enrollment.

Expectations

1. It is expected that a committed adult will be supporting the homeschooling with the enrolled student(s). This would include the planning of the coursework, gathering materials, directly instructing, and documenting the progress. Your supervising teacher will be there to help you every step of the way, but it is the adult's responsibility to be actively directing the homeschooling.
2. Iowa homeschooling law requires that you have at least sixteen contacts with HSAP staff per school year, every other contact should be face-to-face. You should maintain communication with your supervising teacher throughout the school year. A great way to connect with other families and to achieve contacts would be to attend events from our HSAP calendar.
3. Each family should provide accurate and up-to-date information on all forms requested by HSAP staff. This would include updated immunization records or waivers, correctly completed Form A for each child, and beginning of the year survey.

Progress

Students are expected to make adequate progress throughout the year. This will be determined by your supervising teacher. If at any time throughout the year there is a concern that a student is not making progress the following steps will be taken:

1. A meeting with your supervising teacher will take place to discuss concerns.
2. The supervising teacher will help set goals for the student and assist family with ideas to reach those goals.
3. A follow up meeting will be held with the family, supervising teacher, and director of the program to assess progress.
4. If progress is still not being made at this time, the districts reserve the right to dismiss the student from the homeschool program.

Testing

Students enrolled in the HSAP program are not required to submit standardized testing. VSBC HSAP offers the Iowa Assessments in the spring each year for students in 3rd-11th grades. Testing is done as a homeschool group and takes place the first week of March. Sign up for testing should be indicated on the survey given at kick-off.

Requirements for passing into 9th grade/High School

1. The student must show adequate course work to their supervising teacher that shows evidence of learning and making adequate progress in all curricular areas of study: Language Arts, Writing, Math, Science, & Social Studies.
2. Test scores from ISASPs can be used as one measurement of progress.
3. HSAP staff reserve the right to require a teacher- monitored Spectrum Practice Test: Grade Level 8.

Neutral Meeting Place

HSAP staff reserve the right to request visits to be at a neutral meeting site. (i.e. public library). This could be for different reasons including, but not limited to, coordination with other student visits, allergies to animals, or travel convenience.

HSAP Time of Contact

Our HSAP Staff will be available throughout the school year (August-May) to assist you in any way that you need. We would ask that if you need to contact your supervising teacher by phone call or text, please do so between 8:00am-4:30 pm on weekdays. Please use email as primary source of contact after 4:30 pm and on the weekends. We will return your email the next day or following Monday. Our job and passion is to help and serve our HSAP families, but we also would like to set these boundaries to allow for our own family time in the evenings and on the weekends! Thank you for your cooperation and understanding!

Weather Cancellations

Our weather cancellation policy will be as follows:

- *If VS or BC cancels school for the day, anything we have scheduled for the day or evening will be cancelled. Your teacher will communicate visit rescheduling with you.
- *If VS or BC lets out early due to weather and we have any evening activity planned, that activity will be cancelled.
- *In the event of a two hour delay, if we have an activity or class scheduled in the morning, that will be cancelled.
- *If the weather conditions are questionable, teachers may reach out to reschedule, and we encourage you to do the same. Everyone's safety is most important in any situation.

Driver's Ed

One option for Driver's Ed is through ABC Driver's Education. The link below is all the information you need about Driver's Ed and how to get signed up. There is an option to check that you are a homeschool student.

<https://sites.google.com/site/abcdrivereducationllc/>

Another option is explained below:

A law passed by the 2013 Iowa Legislature will allow parents who homeschool their children to teach driver education under prescribed circumstances. These are the required 3 steps to complete this process.

STEP 1: PARENT COMPLETES AND SUBMITS APPLICATION

A parent who wants to provide parent-taught driver education must complete the application to serve as a teaching parent and submit it to the Office of Driver Services. As part of the application, a parent must select a course approved by the Iowa Department of Transportation (DOT).

Applicants will need to provide Private Instruction under Iowa Code 299A and:

- have filed CPI Form A at their school district for the current and previous year (This can be obtained from the director of the HSAP)

When a parent receives "approval" to serve as a teaching parent for parent-taught driver education, the DOT will send an information packet, which includes the driving log form needed.

VINTON-SHELLSBURG HOME SCHOOL ASSISTANCE PROGRAM HIGH SCHOOL DIPLOMA CRITERIA

SECTION I: HOME SCHOOL ASSISTANCE DIPLOMA PROGRAM OPTIONS

Students enrolled in the Vinton-Shellsburg CSD Home School Assistance Program (HSAP) may choose to participate in the home school assistance diploma program. This diploma program is optional for all V-S HSAP students. A student in the diploma program may transfer at any time to the non-diploma HSAP program.

SECTION II: REQUIREMENTS FOR THE V-S HSAP DIPLOMA

In order to receive a diploma from the V-S HSAP, a student must complete all of the following requirements:

- A. Students must complete 20.00 credits. A credit is earned as per section 3.
 1. Students must complete a minimum of twelve (12) required credits in the following subject areas:
 - 4 credits of English*
 - 2 credits of mathematics*
 - 2 credits of science*
 - 3 credits of social studies*
 - 1 credit of PE/health
 2. Students must complete a minimum of eight (8) elective credits in other subjects. *Each student is encouraged to take at least one computer course. Two credits of foreign language are recommended for college preparation.
- B. It is the responsibility of each student to keep a record of the credits s/he has earned in order to know at all times how s/he stands with respect to completion requirements. A transcript of work completed will be provided for each enrolled student who requests that V-S HSAP keep transcript records for him or her. This is also optional and the student and parents may choose to keep all of their own records. In this case, the V-S HSAP will not be able to provide a transcript for this student.
- C. Students wishing to receive an HSAP diploma must be enrolled for a minimum of two years (including their final year of high school) in the V-S HSAP and be able to document an additional two years of high school level enrollment and course work.

*See addendum: Listing of Acceptable Course Titles

SECTION III: EVIDENCE OF COMPLETION

Any of the following alternatives will be accepted as evidence of course completion for one year of credit:

- A. completion of over two-thirds of an approved high school level textbook;
- B. completion of at least 120 hours of study and/or activities related to approved course content;
- C. completion of an independent study course in which a research paper of at least fifteen pages (3600 words) in length (typed double-spaced or handwritten single-spaced) using at least three non-encyclopedic references, footnotes, bibliography etc., which demonstrates learning of the subject;
- D. completion of a college course,
- E. passing test score on an Advanced Placement (AP) exam; or
- F. any other evidence of completion of a course as agreed in advance by the parent and the V-S HSAP director.

SECTION IV: TRANSFER CREDITS

Transfer credits will be accepted from traditional school setting upon receipt of the school transcript. Credits from other home school programs will not be accepted unless the student was participating in a comparable HSAP diploma program. The V-S HSAP director will make such determination.

SECTION V: HOW CREDITS ARE AWARDED

It is up to the parent, with concurrence of the supervising teacher, to determine that the requirements for a course credit have been met. Successful completion of each course will count toward the requirements for the V-S HSAP diploma. Credits may be earned in increments of .25, .5, and 1 credit.

SECTION VI: EVALUATION

Evaluation will be determined by the teaching parent with concurrence of the supervising teacher. Student performance may be documented by any of the following: written course work, tests taken, oral presentations, logs of instruction, portfolio work, standardized test scores that indicate appropriate learning of the material, or other means agreed upon by the parent and the V-S HSAP director. No class rank will be given for students of the V-S HSAP.

SECTION VII: INDEPENDENT ASSESSMENT

V-S HSAP students pursuing the diploma option will be required to achieve a minimum score of 561 in Reading and a minimum score of 559 in Mathematics on the Iowa Statewide Assessment of Student Progress test. This score needs to be achieved during the junior year of study. If this minimum standard is not attained, the HSAP diploma will be withheld until this standard is reached. If these scores are not attained, an alternate assessment will be decided by the program director.

SECTION VIII: SPECIAL NEEDS PROVISION

It is the intention of the Vinton-Shellsburg Home School Assistance Program to allow special needs students within the home school assistance program the opportunity to earn an HSAP diploma. Therefore, any of the above requirements may be waived by the V-S HSAP director if s/he deems them inappropriate for that student. A notation of any such waiver will be noted in the director's final evaluation letter.

SECTION IX: HONORS PROGRAM

A student who is enrolled in the V-S HSAP diploma program may choose to participate in the honors program. Successful completion of this program will be noted on the HSAP diploma. Any student choosing to participate in the honors program must complete the following additional requirements:

- A. A presentation demonstrating outstanding achievement. The student's parent and supervising teacher must be present for the presentation. Along with an oral presentation, the student may include, but is not limited to, drama, musical recital, art display, scientific experiment, or other demonstration of outstanding achievement in any of a variety of areas.
- B. A written paper stating how this particular focus has affected the student and has affected the student and how s/he plans to use this knowledge or ability in the future.
- C. A letter of recommendation from an expert in the field regarding the student's achievement in his/his chosen area. The expert may not be the student's parent.

SECTION X: GRADUATION

Students receiving a Vinton-Shellsburg Home School Assistance Program diploma will not be included in the Vinton-Shellsburg CSD's regular graduation ceremony. However, the director of the V-S HSAP may choose to provide a separate graduation for these students on an optional basis. No HSAP student will be permitted to receive a diploma before his/her peer group in a regular school program.