



NEVADA COMMUNITY SCHOOL DISTRICT



Preparing Learners Today for Tomorrow

Home School Assistance Program Guideline Manual

The goal of the NCSD Home School Assistance Program (HSAP) is to empower parents to educate their children in the home environment with the assistance of credentialed teachers who can help them achieve educational goals.

Those who choose to home educate with the help of NCSD are making an agreement to participate in one of the Home School Assistance Program options provided by the district. The HSAP options provided by the district are outlined in this document.

In return, the school district receives 30% of the funding it would receive if that same student were enrolled in full-time public school. These funds are specifically allocated to the HSAP and are used to provide families with a licensed instructor, minimal teaching resources, library materials, and standardized testing. Home-educated students may also dual-enroll for extra-curricular activities and/or academic classes at NCSD. An additional percentage of funding goes directly to the school district for those who dual-enroll.

Home educators take legal responsibility for the educational progress of their children. The Nevada HSAP provides assistance to meet the standards set by the State of Iowa and by the Nevada School District, but the primary responsibility always remains with the parent or legal guardian.

-Getting Registered-
New families send an email to:
registration@nevadacubs.org

HOME SCHOOL ASSISTANCE PROGRAM (HSAP)

The Nevada Home School Assistance Program provides families with a number of services. Those services include:

1. Instruction/Supervision

1. The district provides a licensed instructor during the approved school calendar.
2. Instructors are responsible for evaluating the progress of home school students.
3. Parents may choose to meet with the certified instructor two hours per week, or one hour per week and receive an annual curriculum/technology allotment.

2. Assessment/Standardized Testing

1. Children enrolled in a HSAP are **not** required to be assessed annually, but must show adequate progress as indicated by the district-provided licensed instructor.
2. Standardized testing is available upon request, but is not required.

3. Textbooks/Materials

1. By request, and if available, the district will provide parents with curriculum materials/textbooks that the district currently uses at their student's age/grade level.
2. Teacher's manuals and/or tests are **not** materials provided by the district.
3. Science and shop equipment are **not** items provided by the district.
4. Computers and tablets are not curriculum and are **not** provided by the district.

4. Curriculum/Technology Allotment

1. If home school students only meet with a licensed instructor one hour each week, they are allotted \$250 annually for the purchase of school supplies, curricular materials, or technology equipment/software.
2. All items purchased through this Home School Assistance Program are considered property of the NCSD and should be returned to the school at the completion of their use.
3. All purchases must go through the district Purchase Order (PO) system and be approved by the superintendent.

If parents choose to participate in only one hour of district provided teacher support each week, they will have \$250 to spend on curriculum or technology items annually for each student. The district cannot reimburse parents directly for these items. All orders must be placed through NCSD and processed through the district's purchase order system.

HOMESCHOOL TEACHER

Nevada HSAP teachers meet with families in their homes, at the teacher's home, or at an agreed upon site such as a public library. The teacher may, or may not, provide minimal direct instruction during this time. In some cases, parents prefer to provide the direct instruction and the homeschool teacher serves as an advisor to the parent. The specifics of this relationship should be worked out between the homeschool teacher and the parent. It is common for variations in the approach to occur from one family to another.

The Licensed Instructor responsibilities may include assistance with:

- Diagnosing appropriate educational needs of the student
- Developing the education plans for students
- Determining appropriate educational goals and objectives with parents
- Recommending educational materials and resources
- Presenting limited direct instruction for students or parents
- Reviewing student work and activities
- Evaluating student progress
- Maintaining/monitoring student records
- Referral to area educational agency for special education testing, if needed
- Working with the building administration to schedule students into classes within the school system at the request of parents

ASSESSMENT/STANDARDIZED TESTING

Students enrolled in HSAP are not required to take standardized tests, however, many parents like to have their students tested to give the children practice in taking the tests and to allow the parents to see how their children score. Each fall the dates are announced for the spring testing. At that time parents choose whether they will have their children tested. In the spring, the tests are administered at each attendance center. Parents also have the option of testing at a neutral site and date provided by Heartland AEA. The scores and all paperwork are returned to the parents. Scores are not reported elsewhere.

Nevada CSD testing contact: Associate Superintendent of School Improvement (515-382-2783)

PER STUDENT ANNUAL CURRICULUM ALLOTMENT

Pursuant to the Iowa Code 299A.12, instructions for Homeschool Assistance Program money expenditures, the HSAP program at Nevada allows parents to borrow some curriculum and resources from the building and the building library, as well as ask to have materials ordered specifically for their children. Annually, a per student curriculum limit is set. The limit set by the district is \$250 per student. For families with more than one child participating in the HSAP, this amount is allotted individually for each student, and **may not be combined into a family total**.

The parent makes their requests to the HSAP teacher. That teacher submits the request to the Associate Superintendent through the purchase order system. No money is EVER given directly to the parents. Parents may request consumable or non-consumable materials, computer software, educational games, physical education materials, art supplies, paper supplies, science lab equipment, microscopes, educational DVDs, math manipulatives, globes, and a whole host of similar educational items. Families do not need to return consumable materials to the district. All other purchases remain the property of the school district. All non-consumable materials are property of NCSD. The district will allow families to utilize materials year after year until they no longer have a student who needs the materials. At that point materials should be returned to the district or passed on to other families that are part of the Nevada HSAP.

DOCUMENTATION (CPI Form A, HSAP Application, and Immunization Records)

Students enrolled in the Nevada Home School Assistance Program must complete a current Competent Private Instruction (CPI) Form A, and provide the district with current immunization records or an exemption waiver.

QUESTIONS

Questions regarding the Home School Assistance Program should be directed to the District Office (515-382-2783).

SUMMARY OF HOME SCHOOL ASSISTANCE PROGRAM OPTIONS

Option 1

The district provides each student with a licensed Iowa teacher for up to **two hours per week**. Students may borrow district textbooks to be use for home instruction.

Students may participate in the state-mandated assessments (Iowa Assessments).

Through dual enrollment students are eligible for participation in extra-curricular activities. Through dual enrollment students are eligible for participation in classes at NCSD. Services are also available through Heartland Area Education Agency.

Option 2

The district provides each student with a licensed Iowa teacher for up to **one hour per week**. **Teachers may purchase annually up to \$250 of supplies, textbooks, or equipment.*** Students may borrow district textbooks to be use for home instruction.

Students may participate in the state-mandated assessments (Iowa Assessments).

Through dual enrollment students are eligible for participation in extra-curricular activities. Through dual

enrollment students are eligible for participation in classes at NCSD. Services are also available through Heartland Area Education Agency.

- At a minimum, students must have four contacts with their teacher every 45 instructional days. Of these four required contacts, at least two must be face-to-face, while the remaining two may be completed by phone, email, or other digital means.

** All purchases must go through the district purchase order system and be approved by the superintendent. All items purchased under Option 2 are considered property of NCSD and should be returned to the school at the completion of their use. For families with more than one child participating in the HSAP, this amount is allotted individually for each student, and **may not be combined into a family total**.*

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