



Homeschool Assistance Program Handbook

This handbook contains all of the information and forms that you need to take advantage of the options available to HSAP families and their students. In an effort to serve families better, Ballard is expanding the opportunities available to your students. A list of HSAP supports/opportunities follows.

**Home School Assistance Program (HSAP).** This option provides families with a number of services. Details are attached; an overview of services follows:

#### HSAP Required Services

1. District provides a licensed instructor to supervise home instruction
  - a. K-12 Supervising teachers are Cory Miller, Mac Smith and Peggy Smith.
  - b. These instructors are responsible for evaluating the progress of your student(s) and providing instructional support. Instructors will contact families four times each quarter. Half of the contacts made will be face to face while the other half are via email or phone.
2. Assessment
  - a. Children enrolled in a HSAP are **not** required to be assessed annually but must show adequate progress as certified by your district-provided licensed instructor.
  - b. Standardized testing is available but not required when participating in HSAP.

#### HSAP Optional Services (participation forms attached)

2. At your request, Ballard will provide you with curriculum materials/textbooks that the district uses at your student's level.
  3. HSAP families receive \$100 per student to be used to purchase school supplies.
  4. K-12 students will have the option to participate in field trips organized by the district.
- o You will have \$100 per child to spend on consumable school/office supplies. As has been the case in the past, the district cannot reimburse parents directly; orders must be placed through the district. **Orders are to be made through StaplesAdvantage.com, which is a school-contracted division of Staples.** Ballard will set up an account that will allow you to place orders electronically. Please return the attached form if you would like the district to set up an account for you and provide you with all of the support materials that you need to order electronically.
- Staples offers a very comprehensive catalog of school supplies, making it a one-stop shopping option for families.
  - Staples Advantage contracts pricing for a large consortium of schools, thereby offering a very competitive pricing structure. In addition, all orders over \$20 are shipped free of charge.
  - Almost all orders will be delivered next-day or second-day shipping in the Des Moines metro area, ensuring that you can get the items you need in a timely fashion.

## **HSAP Licensed Instructor Responsibilities**

The Licensed Instructor responsibilities 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
- Providing district educational materials if available
- Presenting limited direct instruction for students or parents
- Reviewing student work and activities
- Evaluating student progress
- Providing reinforcement and motivation
- Planning
- Maintaining/monitoring student records
- Arranging special learning activities for students
- Sharing record keeping techniques
- Implementing motivation and management techniques
- Referral to area educational agency for special education testing, if needed • Scheduling students into classes within the school system at the request of parents
- Providing moral support, encouragement

## Ballard Curriculum Materials

### Curriculum/materials

- The district is required to provide curriculum materials on the same basis as it provides curriculum materials to regularly enrolled students (218-IAC 31.5(4 & 5). At your request, Ballard will provide you with curriculum materials/textbooks that the district uses at your student's level. See notation 12 on page 11 of the CPI handbook for details regarding **As always, you are free to choose your curriculum materials; however, any alternate curriculum that you choose will be at your expense.** Teacher's manuals and/or tests are NOT materials that are provided by the district.
- If you use district curriculum materials, you will need to return them to the district at the end of the school year. • To request curriculum materials, please return the curriculum request form along with your CPI forms.

### Frequently Asked Questions

#### What curriculum should I use to teach my children?

The curriculum that you use is entirely your decision. If you choose, curriculum materials the Ballard School District uses are available for your use. If you choose different materials, you are responsible for purchasing them. HSAP funds are not available for the purchase of such materials.

#### What curriculum does the school use?

See the attached chart for a list of curriculum materials used in reading/language arts, math, science, and social studies. You are welcome to preview materials to determine their appropriateness for your students.

#### If I choose to use Ballard curriculum materials, how do I get them?

Return the enclosed form for curriculum materials with your CPI forms.

Contact Cory Miller at 515-290-6484 or email at [cmiller@ballard.k12.ia.us](mailto:cmiller@ballard.k12.ia.us) if you have any questions or would like to preview any materials.

There is a homeschool room at the Huxley Public Library which houses resources available for check out.

A variety of age appropriate math manipulatives are available for check out that will supplement any math curriculum.

Materials will be organized for you to pick up or for us to deliver to you. In some cases, new materials will need to be ordered, so time frames for your request to be processed may vary. Regarding science, thematic FOSS science kits are available for check out. A "mini-kit" of hands-on materials can be assembled from the FOSS kit for you.

#### What do I do with the materials at the end of the year?

Return them to the Ballard Administration Office or the homeschool room at the Huxley Library if they were checked out from that location.

#### Can I buy teachers' manuals and/or tests/answer keys with HSAP funds?

No.

# HSAP Curriculum Materials Request

Parent name: \_\_\_\_\_

To request materials, please list each student and check the box for the subject areas for which you are requesting materials. Reading, language arts, math textbooks and social studies textbooks are checked out through the homeschool library at the Huxley Library. Math workbooks and FOSS science kits are checked out through Cory Miller.

<b>Student name</b>	<b>Grade</b>	<b>Math Workbook</b>	<b>Science</b>

For office use only

Materials provided:

<b>Grade</b>	<b>Math Workbook</b>	<b>Science</b>

# FOSS Science Kit Request Form

Parent name: \_\_\_\_\_

For your planning purposes:

Each grade level at Ballard teaches 2-3 FOSS modules each year.

While the grade ranges are a "best fit," you may choose kits at a grade range one above or below your child's age.

In addition, you may group your kids together for science instruction. For example, if you want your 1st and 3rd grader to study science together, you may choose from the FOSS kits at 1-2 and/or 3-4. Only one FOSS kit may be checked out at a time. Your HSAP teacher will bring you new kits as you request them.

You will be expected to return all non consumable supplies. Many of the kits come with supplies you have in your kitchen: plastic cups, paper plates, toothpicks, straws. Please plan to return anything that could be reused, even if it would normally be something you would throw away!

The teacher's manuals for all FOSS kits are inside the kit.

Grade	FOSS Kit	First and Second Choices
Kindergarten	Trees	
Kindergarten	Animals 2 by 2	
1st/2nd	Air & Weather	
1st/2nd	Pebbles, Sand, and Silt	
3rd/4th	Electricity & Magnetism	
3rd/4th	Water	
3rd/4th	Human Body	
3rd/4th	Ideas & Inventions	
5th/6th	Food and Nutrition	
5th/6th	Variables	
5th/6th	Landforms	

The following FOSS kits have been recently added to the collection:

- Levers & Pulleys
- Solutions & Mixtures
- Force & Motions
- Balance & Motions
- Simple Mechanics
- Electromagnetic Force

If you would like to check one of these out, please list the kit names here: \_\_\_\_\_

All materials requests must be submitted to Cory Miller the Friday before the beginning of the Ballard Community Schools academic year.