



HOME LINK



2013/2014 PARENT/STUDENT HANDBOOK

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Welcome to the Bremerton School District homeschooling program, **HOME LINK!**

The following handbook outlines the operating procedures for the Bremerton School District Alternative Learning Experience program – Home Link.

PROGRAM PROCEDURES

1. **Program Enrollment:** Home Link provides instruction to K-8th grade students (kindergarteners who turn 5 years old by August 31st) acknowledges that the parent is the primary instructor and Bremerton School District will provide resources and support to the parent and student under the direct supervision of a certificated teacher.

2. **Enrollment Procedures:** Complete the following forms and submit to Crownhill Elementary Bremerton School.

- School District registration form,
- Intent to homeschool form – if enrolling for less than full time
- Immunization form
- Non-resident form if coming from out of district

3. Written Student Learning plans

Teachers, along with parents and students, design individualized student learning plans (SLP's) with detailed description of what will be learned, activities that will be accomplished, specific goals and objectives (Common Core State Standards, GLEs/EALRs), appropriate assessment methods and an appropriate timeline for the completion of learning objectives.

The SLP is reviewed monthly from the start date and monitored weekly with a certificated teacher, parent, and the student. A full time Home Link student is 1.0 FTE which is equivalent to a minimum of 5 classes for 25 hours of weekly educational study time. Classes include:

- Language Arts/English/Reading/Writing
- Math
- Science
- Social Studies/History/Geography
- PE

*As a public school, Religious/sectarian materials and curriculum cannot be used for learning subjects on a student's SLP. Even if a family purchases the religious/sectarian curriculum with their own money and does not ask for reimbursement, they still cannot use this material for SLP education/reporting. All SLP subjects must be free of religious bias.

4. Supervision of Student Learning Plan

Home Link recognizes the parent as an essential instructor, facilitator, and mentor for the student. The parent(s) must participate in the design of the student's personal education plan, help provide and implement the instruction, and participate in the assessment and evaluation of the learning by submitting monthly progress reports. The Home Link teacher will provide oversight of the learning plan and offer direction or assistance as required or requested.

The Student Learning Plan teacher's role is to supervise, monitor, assess, evaluate and record the student's progress in meeting the student learning plan goals and provide information and support to students and parents in the program.

WEEKLY CONTACTS:

At least once per week the student will personally contact their teacher to exchange information about the student's progress on his/her student learning plans. The contacts may be face-to-face, via telephone or online two-way digital communication. This contact **must** be conducted weekly. A **LATE** contact is one that is sent after the 1 week mark. Four grace days will be given. After 1 week and four days, the contact is counted as an absence. In the event that a student is sick it is the parent's responsibility to convey this information to the teacher within the weekly check-in time. In cases where family and student will be on vacation, it is possible to continue a weekly contact as scheduled or report to teacher in advance that you will be on vacation.

In addition, enrichment classes will be scheduled for optional attendance - TBA. Tutoring services are also available as one on one or small group on a case by case basis.

MONTHLY REPORTS:

- Once per month the parent, teacher and student will meet face to face to assess the student's progress in all subjects. The parent will report what activities the student accomplished throughout the month and assessment information. The teacher will make an evaluation statement and name the goals (Common Core State Standards (CCSS), state GLEs/ELARs) that were met or worked on with the assistance of parents and students.
- Satisfactory progress will be determined by consensus of the teacher, parent, and student based on the student's performance on assigned tasks. If monthly progress is not satisfactory, a plan of intervention will be developed by the parent(s) and teacher. If the student fails to show progress on the subsequent student learning plan, a new plan of action will be developed by the teacher and parent, which may lead to seeking support in other programs.
- Timing of monthly reports: Meetings are mandatory and every attempt must be made to make meetings to review student work and determine if student made satisfactory progress. Two months of non-compliance (not attending meetings nor making contact) will result in that student being dropped from the program.

Hours/Subject FTE Breakdown:

Kindergarten

1.0 = 10 hours per week/min. 2 subjects

1st-3rd grade

1.0 = 20 hours per week/min. 4-5 subjects

.8 = 16 hours per week/4 classes

.6 = 12 hours per week /3 classes

.5 = 10 hours per week/2-3 classes

4th-8th grade

1.0 = 25 hours per week/4-5 subjects

.90 = 22.5 hours per week/4-5 subjects

.80 = 20 hours per week/4 subjects

.70 = 17.5 hours per week/3-4 subjects

.60 = 15 hours per week/3 subjects

.50 = 12.5 hours per week/2-3 subjects

.40 = 10 hours per week/2 subjects

- All non-consumable items remain the property of Bremerton School District and must be returned when the purpose has been met or upon exiting the program.

- Parent and/or teacher identifies an educational need or service and reports it to the certificated teacher who will input the information in the student's SLP. All items used to support the student in meeting the educational needs and goals must be listed explicitly in the learning plan for approval.
- The parent may check the current Home Link Program inventory for the item. If the item is available, it may be checked out for the required time.
- All books, curriculum materials, and supplies must be listed as resources required to support the subject goal(s) in the written student learning plan and approved prior to use within program: e.g. curriculum, software, books, etc.
- Field trips are part of a complete education. Field trips will be scheduled periodically throughout the year and all students are invited to attend. Parent or guardian must accompany student to field trip and provide or find transportation.

All learning plans must be kept current!

5. Materials - Items that may not be used for monitoring in program.

Sectarian/religious materials of any kind (for example: Abeka, Alpha Omega, Bob Jones, etc.)

Materials that promote a certain religion

Monitoring of any religiously affiliated organization

6. Fieldtrips and Programs

As part of the Bremerton School District we encourage attendance and participation with school building related activities including but limited to: Assemblies, Field Day, Talent Shows.

Home Link sponsored field trips. Parents are responsible for their child arriving and departing the field trip.

7. Family contact information

It is the responsibility of the family to keep Bremerton School District, Home Link staff and teachers updated on any/all change in contact information.

8. Assessments

- All students enrolled in Home Link 3-8th grade will participate in the state end of year testing. These students will meet in a designated place in order to take the MSP. You will be informed of the time and place. It will be in late April/early May.
- Students who choose may take the annual academic assessment CAT (a three subject assessment) according to Washington State Home-based and ALE Instruction Laws.
- EOC (End of Course) exams will be administered to ALL students taking Algebra, Geometry, and Biology.
- Bremerton school district testing - optional - MBA/RBA, DIBELS, Easy CBM, and others available upon request.

9. Family Friendly

Home Link recognizes that all children are individuals who learn best in a variety of ways. We are here to support you and your children in their individualized education and ensure they are learning, meeting state goals and making progress according to their Written Student Learning Plans.

10. Maintains Compliance with District and State Requirements

Home Link is committed to provide quality education based upon state laws and adhere to those laws in all aspects.

11. Communication

General information, forms, calendars and contact information can all be found on the Bremerton School District website. The preferred method of contact is electronic mail, telephone and USPS will be used as needed.

12. Exiting the Program

It is your right to exit the program at any time. You must complete a leave of exit request in writing, and additional paperwork stating what type of education your child will begin (homeschool, public school, private school). Upon exiting you must return all non-consumable items to Bremerton School District.

Bremerton School District – Home Link Program - Alternative Learning Education

I. STATEMENT OF UNDERSTANDING: In accordance with the Alternative Learning Experience Implementation Standards—reference WAC 392-121-182 (3)(e) prior to enrollment parent(s) or guardian shall be provided with, and sign documentation attesting to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE). Provided on this form are summary descriptions of the difference between Home-based Instruction and an ALE. Please read these description and sign below indicating that you understand.

HOME BASED INSTRUCTION:

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.1010
- Students are not enrolled in public education
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, grant credit, or otherwise supervise the student’s education.

ALTERNATIVE LEARNING EXPERIENCE—Home Link Program

- Is authorized under WAC 392-121-182
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
 - Supervised, monitored, and evaluated by certificated staff;
 - Provided via a written student learning plan;
 - Provided in whole or part outside the regular classroom.

PART-TIME ENROLLMENT OF HOME-BASED INSTRUCTION STUDENTS:

Home-based instruction students may enroll in public school programs, including ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written student learning plan and annual assessment, but not be required to participate in state assessments or meet state graduation requirements.

I have read the above summary of home-based instruction and alternative learning experiences provided and I understand the difference between home-based instruction and the alternative learning experience program in which my child is enrolling. I have read and understand the program information in the Home Link Handbook.

I am enrolling my student as a: _____ Full-time student in Home Link (1.0 FTE) _____ Part-time ALE student (.80 FTE or less) *Home Link* FTE: _____ Shared student (BSD will share the student with another school district or school within the district)

Shared school name: _____ FTE: _____

II. THE ROLE OF EACH PARTICIPANT IN THE HOME LINK ALTERNATIVE LEARNING PROGRAM:

CERTIFICATED STAFF RESPONSIBILITIES:

1. Identify appropriate Essential Academic Learning Requirements (EALR's) and/or Grade Level Expectations (GLE's) for the student.
2. Develop the Student Learning Plan together with the parent and student.
3. Identify and help to provide appropriate instructional materials.
4. Assess the success of the Student Learning Plans and student achievement in accordance with the state rules as adopted by the Office of Superintendent of Public Instruction.
5. Document contact as required by state law.
6. Provide instruction, study techniques, learning tips, enrichment class opportunities and one-on-one or small group instruction as needed.

PARENT RESPONSIBILITIES:

1. Supervise and assess daily student progress.
2. Implement learning plans - Take primary responsibility for the student's education and provide instruction in accordance with the WSLP
3. Grade student assignments and keep student work as samples to support and prove student progress
4. Record skills and topics that student completes for each course to report to teacher
5. Attend monthly face-to-face parent-student-teacher conference
5. Assure appropriate behavior for students attending all activities/field trips. Accompany students on field trips or make special arrangements with the Home Link coordinators.
7. **All non-consumable items remain the property of Bremerton School District and MUST BE RETURNED** when the purpose has been met or upon exiting the program.

STUDENT RESPONSIBILITIES:

1. Ask questions so the staff/teachers can assist you.
2. Keep school materials in good condition
3. Master the Essential Academic Learning Requirements (EALR's) and/or Grade Level Expectations (GLE's) associated with the learning plan
4. Complete assignments
5. Report weekly to teacher via email, phone, or face-to-face about learning activities
5. Attend scheduled meetings and participate in the field trips that you and your family want you to participate in. and demonstrate appropriate behavior during activities/field trips.

Parent Name (please Print) _____

Student(s) enrolled in program (please print _____

PARENT SIGNATURE: x _____

DATE: _____