

# San Diego Neighborhood Homeschools

## San Diego Neighborhood Homeschools Affirmation of Parent and Student Responsibility

This page is to be signed and returned to SDNH

I affirm that I have read and understand the contents of the SDNH K-8 Handbook and agree to abide by all of the terms and conditions outlined within it.

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Parent Signature

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Date

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Parent (Print Name)

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Student Signature

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Date

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Student (Print Name)

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# San Diego Neighborhood Homeschools

## SAN DIEGO NEIGHBORHOOD HOMESCHOOLS K-8 HANDBOOK

### Welcome

Elementary school is a time when students are learning incredible amounts of information at the same time that their bodies are growing and changing and they are reaching one developmental milestone after another. The middle school years are also important transition years between elementary education and the higher level of responsibility and coursework expected in high school.

It is the desire of San Diego Neighborhood Homeschools to help make that transition smooth and assist all students in learning everything they need to know to be ready to enter high school and in addition to addressing their personal interests through education.

Of course, there are always rules and guidelines in any school and SDNH is no exception. This handbook contains information about attendance requirements, expectations for the SDNH Education Consultant, cheating policies, various important forms, and more.

Homeschooling in grades K-8 allows for a great deal of flexibility in how the student shows mastery of grade level content standards (learning goals per subject) as defined by the state of California. Students and parents will work with the education consultant to develop a personalized learning plan designed to meet the student's personality, learning style and educational needs. Students may demonstrate learning in a variety of ways including written or video reports, workbooks, exams projects, or any other assessment tool agreed upon by the parent and the education consultant.

It is a requirement and responsibility for all parents and K-8 students to comply with the contents of this handbook. Therefore, parents and students will be expected to read the handbook and then sign and date an affirmation stating that they do understand the program as described by the handbook before enrollment in SDNH is complete.

An SDNH Education Consultant will assist all students in planning a personal program for his or her education, support implementation of any SST or IEP requirements, work with each student to develop better study skills and test taking strategies, and in understanding academic and testing records.

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## SDNH Homeschool Policies and Procedures

### K-8 Homeschooling at SDNH:

K-8 Homeschooling at SDNH allows parents, students, and an Education Consultant, to collaboratively design a personal education plan that meets the academic requirements and interests of each student at the student's instructional level.

K-8 Homeschooling at SDNH requires full parental involvement, including supervision of student work for about six hours each day, maintaining a high level of awareness of the student's progress in assignment completion, and communicating regularly with the Education Consultant.

K-8 Homeschooling at SDNH is a way for students with unusual situations, such as a heavy acting schedule or Olympic sports training, to continue to pursue a high quality education with parent supervision and credentialed Education Consultant support.

K-8 Homeschooling at SDNH is an exciting and alternative form of education, allowing students to explore options that would be unavailable to them in a traditional school setting.

### How Homeschooling at SDNH Works

Homeschooling provides parents wonderful opportunities to spend time with their child and guide his or her education. Personal education plans allow the needs of the student as a part of a family and community to be included in the academic design of his or her program. At SDNH, the parent supervises student learning, setting the pace for completion of student work at home, guiding the student to develop his or her questions about the information, and then aiding in the discovery of the answers to those questions.

While connecting the learning to the interests and personal goals of the student provides motivation and direction for many, the key to successfully homeschooling a high school student is to jointly decide upon a set routine. In this time they will discuss the connection of the lesson to the student's goals. The parent supervises the student while the schoolwork is being done. Being available to answer questions, motivate, and guide is essential. The conversations during the teaching and learning will provide much information as to how the student is doing in the work. This communication between parent and student increases the effectiveness of the collaboration with the Education Consultant for assistance, assessment, and/or adjustment of the assignment.

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## Attendance

According to the California Education Code students in grades 9-12 must spend the equivalent of 6.2 hours per day engaged in educational activities. A school year consists of 175 weekday school days as scheduled by the school or sponsoring district. SDNH will only count attendance for instruction that occurs during the days outlined in the SDNH academic calendar. Students generally start out on a traditional school track for at least the first school year.

## Monthly Attendance Meeting and Education Consultation

### Monthly Attendance Meeting

Each month an official file consisting of samples of student work in each subject must be collected for the purpose of accounting and for attendance verification. The samples collected are also used for the purpose of showing that the student has completed assignments made by a credentialed Education Consultant and is showing academic rigor and incremental increase in learning. These specific collections must be turned in by the parent and student on or before the end of each monthly reporting date defined by the state and corresponding to the Student Information System (SIS) Report.

### Education Consultation

The education consultation meeting is a platform for ongoing collaboration among student, parent, and consultant of student goals, objectives, instruction, investigation, research, reporting, presentation, and any other demonstration of learning. The progress from prior assignments determines the next steps for the student balanced with benchmarks of achievement to keep the student progressing at a pace to reach his or her education goals. This meeting includes discussion about assignments for the next month and a written lesson plan will be created and agreed upon for the next learning period. At the consultation, the student will be prepared and able to discuss what they have learned in the various subjects as agreed upon in the personalized lesson plan. Such assessments as the credentialed Education Consultant deems appropriate will be administered as well. These meetings will be monthly and may be in person or otherwise as agreed upon in keeping with state guidelines for independent study.

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## Late and incomplete assignments

Students are expected to complete the assignments by the date agreed to by student, parent and Education Consultant. If a student does not complete assigned work as scheduled, the Education Consultant will decide how much time will be extended, if any, based on the instructional needs of the student balanced with the time restraints of completing the requirements for graduation in a timely manner. The Education Consultant may determine the limit to which time spent on an assignment has become counterproductive and needs to be ended with grading ramifications as appropriate. This will allow the student to move on in subjects where that is appropriate or remain working on the concepts as needed if that is appropriate.

## Grading and Report Cards

The credentialed Education Consultant and the parent decide upon semester grades each of the student's area of study, though the Education Consultant has the final say on semester grades.

Parents may choose to use either of the following grading scales:

A = 90-100%
B = 80-90%
C = 70-79%
D = 60-69%
F = less than 60%

E = Excellent
S = Satisfactory
N = Needs Improvement
P = Pass
NM = No Mark

Parents are allowed to waive grades on their K-8 report cards. We do recommend that students receive grades in middle school in order to help them make the transition into high school where grades are required.

## Advancement from one grade to the next

At the end of each school year student progress will be evaluated by the parent and Education Consultant and a decision to promote the student to the next grade level will be based upon whether the student has made a year's worth of academic progress.

The school director must approve any decision to retain a student in a current grade level for another year. Double promotions may only be made with approval of the director and only if the child is 9 or older.

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## Enrichment Program

To assist students in having a well-rounded educational experience that includes socially-based education, SDNH will allow up to \$70 worth of non-SDNH-provided educational expenditures per month per student after the 30-day probation period after enrollment is completed. Funding can be earmarked and accumulated for an approved educational expenditure that exceeds \$70 if the event/course is educational, addresses CA K-12 Content Standards, has a specific date and time already set and the student enrolls/signs up for that event/course. In other words, earmarking cannot be approved for a future event/course that is not specifically calendared and for which the student is not officially enrolled. SDNH cannot fund events/courses that occur outside of the regular school calendar. Receipts not timely presented before the Enrichment Fund deadline, May 15<sup>th</sup>, cannot be processed and will not be paid by SDNH.

Parent-selected providers of enrichment services such as tutoring services, karate, lessons in musical instruments, dance, theater arts, etc. who are willing to invoice their services and take payment within 30 days of invoice (net 30) may choose to be part of the SDNH Enrichment Program. The State Auditors have approved reimbursement for specific providers: YMCA, AYSO, City or County Parks and Recreation and a very few non-profit providers. By state auditors' prohibition, the Enrichment Fund may not be used to provide payment of any enrichment provider for services to a member of their own family. The full list of reimbursable providers appears on the REQUIRED Enrichment Program form needed IN ADVANCE for ANY participation in the Enrichment Program.

Once a provider is selected, the parent submits an Enrichment Program Form to the SDNH, the enrichment provider fills out a W-9 form and these documents are presented to SDNH. This allows the provider to appear in the SDNH database. ANY service provided must be invoiced in writing and presented to the SDNH for payment according to the instructions on the most current Enrichment Program Form.

## Withdrawing from SDNH

When a student withdraws from SDNH, the Education Consultant completes a withdrawal form documenting the percentage of the courses completed and course in-progress grades. All books and student materials must be returned before student transcripts and cumulative files will be released to the new school of attendance.

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## Cheating

All students at SDNH are expected to do their own work and cheating will not be tolerated. This includes plagiarism (passing off the work of another as one's own) regardless of the source, cheating on exams and other assessments, falsifying citations (in part or in whole) for research papers, having someone else complete the school work for the student, stealing test answers or altering test documents.

**First offense** – Any student caught cheating will receive a 0 for the exam or assignment. A consultation between parent, student and Education Consultant will be held to discuss the cheating incident and a warning will be given. A documentation of a first offense of cheating will be placed in the student's permanent school record.

**Second offense** – Any student caught cheating a second time will receive an F for the semester in the subject in which the cheating took place. A second meeting will take place with the parent, student, and Education Consultant to discuss the second offence and a second warning will be given. Documentation of the second cheating offense will be placed in the student's cumulative record.

**Third offense** – Any student caught cheating a third time will receive an F for the semester in the subject in which the cheating took place. A meeting will be arranged with the director, the Education Consultant, the parent and the student. The result may be disenrollment from SDNH. The third cheating offence will also be documented and placed in the student's cumulative record.

## Testing

Each year SDNH will administer standardized tests such as:

- The President's Physical Fitness test for grades 5, 7 and 9
- The California English Language Development Test (CELDT)
- The STAR tests (Standardized Testing and Reporting)
- Writing assessment for grades 4 and 7

All student testing scores are confidential and are used to assist the Education Consultant and the parent in adjusting the student's learning plan to address student challenges and build student strengths. They are also used anonymously to assess the performance of the school, sort of like a school report card.