



# **Quilcene School District**



## **Homeschool Exploration Program Handbook**

**Quilcene School District  
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# **Homeschool Exploration Program (HEP) Handbook**

The following document outlines the philosophy, goals, and operating procedures for the Quilcene School District's **Homeschool Exploration Program (HEP)**.

## **Philosophy:**

The Homeschool Exploration Program recognizes that parents have the primary responsibility for their children's education and the State of Washington recognizes that parents have the right to partner with their public schools to receive aid and support while maintaining personal involvement with their children's learning in a variety of venues including home instruction.

## **Mission Statement:**

The Quilcene School District and the Homeschool Exploration Program are dedicated to offering quality educational support to family based education. The program is designed to serve families who believe they have the primary responsibility for their children's education and seeks to partner with them by providing resources and staff to help achieve their personal learning goals, and to enable families of lifelong learners to experience the joy of learning while preparing them to meet the challenges of a rapidly changing world.

## **Goals:**

**It is the goal of the Homeschool Exploration Program to:**

- Provide home educated students in grades K-12 the means to access Quilcene School District resources under the direction of their parents with support of Homeschool Exploration Program teachers and staff.
- Offer individualized support to the families and enhance the students' educational opportunities.
- Help coordinate online classes, workshops, fieldtrips and activities.
- Use technology tools to help families in their acquisition of information, skills and communication.
- Offer individualized support in assessing student progress and academic improvement.

## **THE HEP PROGRAM**

### **1. Program Enrollment**

Homeschool Exploration Program provides home-educated students Grades K-12 (Kindergarteners must be 5 years old by August 31<sup>st</sup>) the means to access Quilcene School District resources under the direction of their parents and with individual support from the Homeschool Exploration Program staff to enhance home-based education opportunities. A student may enroll as full-time or part-time. Home-based education students and private school students may enroll in the Homeschool Exploration Program part-time.

#### **NO DISTRICT CREDITS OR HIGH SCHOOL DIPLOMA:**

The *Homeschool Exploration Program does not provide stand-alone high school courses that lead to Quilcene School District credits or a diploma.* The program supports learning goals designed to provide the academic and life skills necessary for access to higher education, qualification for vocational programs and employment opportunities, and supports a number of distance learning programs that offer high school credits and diplomas.

### **2. Enrollment Procedures:**

Parents/guardians are required to complete the following forms to enroll in this program:

- 1) **Student Registration Form**
- 2) **Intent to Homeschool (if registering for less than full-time, 1.0 FTE)**
- 3) **Statement of Understanding (last page of this handbook)**
- 4) **Fieldtrip Permission Form**
- 5) **Immunization Form(s)**
- 6) **If applicable: Non-Resident Student Admission Application/Choice Form; Tutor Form, Tutor Waiver, Inter-District Agreement (for shared students only).**

- Once enrollment forms are received at the district office, you will be contacted via email. You will be sent your WINGS login and password to get started with your SLP's.
- Parents and students will fill out a **Student Learning Plan (SLP) Proposal for each student enrolled** before the first day of school or prior to your start date. The SLP Proposal will be submitted to the SLP Consultant who will work with the family to refine and craft the final plan. Count day is the 1<sup>st</sup> of each month (with the exception of September); all SLP's need to be complete and submitted before you can be counted in enrollment or receive any Educational Expense Fund.
- Implement the education plan and access support and services.
- Late Curriculum: When there is a time gap waiting for curriculum to arrive, parents must provide some form of supplemental education until that curriculum arrives. For example, if you have ordered "Math Their Way" and it has not come, you must engage in math in another way. You cannot report on your weekly contact, "***We have not done any math due to curriculum not received yet.***" You must do some living skills activities: plan a budget, play math types of games, buy a cheap workbook for math practice, find free worksheets on line, etc. This is true for all subjects you are starting, especially at the beginning of the year when getting materials can take some time.

### 3. WINGS

We use a program called WINGS for documenting and meeting state requirements and for the posting of educational activities (fieldtrips and mini-classes).

To access WINGS:

- Go to: [www.hep.wingsnw.com](http://www.hep.wingsnw.com)
- Type in username and password (when you enroll into the program we will email you this information)
- Click on "Choose Student"
- To find a fieldtrip or mini-class, click on "Find a Class"
- Go to the bottom of the page and click on "Search". All of the classes and fieldtrips will show up.
- To register click on the green + sign next to any activity you wish to have your child registered in.
- Go to the bottom of the page and click on "Confirm." If you do not confirm, your child will not be enrolled. You must do this for each child and for each activity.

### 4. Written Student Learning Plan (SLP):

- SLP Consultants, with assistance from parents and students, design individualized student learning plans (SLP's) with specific goals and objectives, 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 staff (SLP Consultant), parent, and the student. A full time HEP student is 1.0 FTE which is equivalent to 5 classes. Aim to have 3 core academic classes for a full-time student. For a .8 FTE student, we encourage you to have at least 2 core academic classes. When entering your SLP's, please make sure to designate classes to:
  - Language Arts/English/Reading/Writing
  - Math
  - Science
  - Social Studies/History
  - PE
  - Art/Music
  - Foreign Language
  - Electives

\*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.

### 5. Supervision of Student Learning Plans:

- The Homeschool Exploration Program 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 HEP SLP consultant will provide oversight of the learning plan and offer direction or assistance as required or requested.

- The Student Learning Plan Consultant'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.
- At least once per week the student will personally contact their SLP Consultant 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.
- Once per month the parent will record monthly satisfactory progress using the online WINGS database. The SLP Consultant is available for the purpose of evaluating the student's performance and for providing support for the student's learning plan. The SLP Consultant will also assess the student's progress and approve the monthly report.
- Satisfactory progress will be determined by consensus of the SLP Consultant, parent, and student based on the student's performance on assigned tasks. If monthly progress is not satisfactory, a new student learning plan will be developed by the parent(s) and SLP Consultant. If the student fails to show progress on the subsequent student learning plan, a new plan will be developed by the parent(s) and staff, which may lead to seeking support in other programs.
- Should you fall behind on your SLP updates/contacts, please call or email your assigned certified SLP consultant right away. They can help answer your questions and keep you current and on track. You will get a warning if your SLP monthly report is not complete by the 15<sup>th</sup> of the following month and your Educational Expense Fund account will be frozen. No purchases and/or reimbursements will be processed. Once your monthly reports are submitted, your account will become active. Should you neglect to submit your monthly reports, and the next monthly report comes due (end of that month), you will be dropped from the program. For example: End of October Monthly Progress not done by November 15<sup>th</sup> = Educational Expense Fund frozen; No Monthly Progress accomplished by December 1<sup>st</sup> = withdrawn from program. It is key to stay in contact with your certified SLP consultant!

## **6. Student Curriculum Educational Expense Fund:**

- A parent-directed per student curriculum Educational Expense Fund is available to support the student's learning plan.
- Funds may be used for curricula, materials, supplies, fees, approved tuitions, and field trips.
- Curriculum support funds are based on the student's learning plan and the amount is based on the student's enrollment status. Full-time students (1.0 FTE) receive the full Educational Expense Fund, while part-time students and new students receive a prorated portion based on their FTE and/or their date of enrollment.
- The curriculum funds are disbursed evenly over 2 semesters. If a student's FTE (enrollment) status changes, his/her curriculum fund amount will be adjusted accordingly.

### **Education Expense Funds**

**1.0 FTE = \$1700**

**.90 FTE = \$1600**

**.80 FTE = \$1500**

**.70 FTE = \$1200**

**.60 FTE = \$1000**

**.50 FTE = \$800**

**.40 FTE = \$600**

### **Hours/Subject FTE Breakdown:**

**1.0 = 25 hours per week/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 Quilcene School District and must be returned when the purpose has been met or upon exiting the program. *Expenditures must be addressed in the student's learning plan.*
- Parent and/or SLP Consultant identifies an educational need or service and records it in the student's SLP monthly review. A service is defined as instruction and/or fees charged for classes and presentations supporting the student's SLP.
- The parent may check the current Homeschool Exploration Program inventory for the item. If the item is available, it may be checked out for the required time. **Please note:** our current inventory is fairly small—we do not have curriculum sets for every grade or every subject. This inventory will grow with time.
- When an educational need or service is identified, an approved purchase may be initiated. 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 by QSD staff prior to purchase: e.g. curriculum, general supplies, software, books, manipulatives, and instrument rentals.
- Private or group lessons that are a part of the student's learning plan and taught by qualified, safe, and legitimate instructors may be set up on purchase orders.
- Field trips are part of a complete education, and as such, field trip tickets/payments will come out of your Educational Expense Fund. Please sign up on WINGS for the field trips you want to attend, and pay close attention to deadlines. On the day of the deadline, the expense will be charged to your EEF and will not be refunded, even if you choose later not to go to the event. HEP students and one chaperone can purchase tickets. For extra people, please contact field trip coordinators.

***ALL SLP'S MUST BE COMPLETED AND KEPT CURRENT BEFORE ANY PURCHASES WILL BE PROCESSED!***

## **Purchase Orders**

### **A. Materials**

- Parent completes Purchase Order form (located on website).
- Parent sends/faxes form to district office for final approval. Fax: (360) 765-3015
- District office approves purchase order and sends it to purchasing office for ordering.
- District purchasing places the order with the vendor (this process may take from several days to several weeks).
- All items that are purchased on a Purchase Order form through the district will be shipped to the district. When order arrives, the district will notify parent of order arrival. Ordered items may be picked up in the district office upon appointment or arrangements can be made to have items shipped from the district to your home. All non-consumables will be stamped with the Quilcene School District stamp.

### **B. Services**

- A Purchase Order can be used to pay registrations and tuition in advance for businesses that have a UBI number in Washington State. For example: the YMCA, music companies or dance studios. Submit a purchase order request and we will set up arrangements for the registration or tuition to be paid.
- A Purchase Order can be used to pay individual or personal tutors that do not have a business license. Because of business accountability payment can only occur after the lessons have taken place. Please remember if you are choosing this option please keep in close communication should the child's hours for lessons change. In the past there have been times that tutors have continued to bill after the child has stopped receiving services.

### **C. Other Services**

A service is defined as instruction and/or fees charged for classes and presentations supporting the student's SLP.

- High risk activities have special requirements and require prior approval. The companies which provide these services ***must be completely insured*** to cover HEP participants. The district will be held harmless from these activities and the companies must provide the district with proof of insurance. Horseback riding and sailing are no longer covered. This is due to liability, insurance coverage and waivers.

### **D. Items that may not be purchased**

- Sectarian materials of any kind (for example: Abeka, Alpha Omega, Bob Jones, etc.)
- Materials that promote religion
- Registration for any religiously affiliated organization

- Lodging
- Airfare
- Meals
- Family Vacations
- Uniforms
- Costumes
- Sports equipment
- Backpacks
- Driver's Education fees
- Textbooks for Running Start
- Fees for class group parties or outings unless strictly educational
- Animals – even if part of a science project or lesson
- Dues to organizations such as Scouts or Camp Fire
- Snow skiing/boarding or Surfing
- Computer supplies such as operating systems, system upgrades, etc.
- Laptop Insurance Fee

## 7. HEP Fieldtrips and Programs

### A. HEP-Sponsored Fieldtrips (on WINGS)

- In order to students to participate in fieldtrips sponsored by the HEP program, **you must have a Fieldtrip Permission Form on file. This form must be resubmitted yearly.** This provides parent permission to attend the fieldtrips and explains the assumption of risks that the parent/student acknowledges and accepts. You can sign up for the HEP fieldtrips on WINGS (please see #1 for instructions). If a field trip is full, email/call one of the Field Trip Coordinators and ask to be put on a waiting list. Note: Each child must be registered individually.
- Fieldtrip tickets/admission prices for the held field trips, for the enrolled student(s) and one parent will come out of your Educational Expense Fund. Any “extra tickets” that are needed should be paid for in full by the deadline given in the field trip details on WINGS. If monies are not received for these extra tickets, they will not be ordered. Payments must be received by the deadline. No purchase of extra tickets after the deadline. NO EXCEPTIONS!

### B. Online Programs

- We have ongoing, online courses that students may access such as BrainPop, V-Math Live, Reading Eggs, etc. These online classes may be found on WINGS (on the left hand menu under Resources). Some of these classes are free and some have costs that will be taken out of your Educational Expense Fund if you register.

### C. Online Courses

- We also have online class options called DLD, or Digital Learning Department. Each online course costs \$300 per semester, taken out of your Educational Expense Fund. We have hundreds of classes to choose from. There are online courses available for all students, K-12. At the high school level, these courses will provide you high school credit. We are not offering a full high school schedule at this time, but we may as our program expands. Please contact Kelly Ingalls for information at [kingalls@qlsd.wednet.edu](mailto:kingalls@qlsd.wednet.edu).

## 8. Current Family Information

- It is up to the parents to keep the district up to date with all of your current information. If you move or change your home phone or cell phone, please let the HEP Secretary know right away. If we send a shipment or a check to an old address and it is not located, you will be charged the cost of replacement.

## 9. Assessments:

- All students enrolled in HEP above .80 FTE will need to take the state annual standardized testing (MSP and HSPE). If the student is from a non-resident district, the two districts will coordinate and students will take the test at their **local** district.
- If a student is .80 FTE or less, they must complete an annual academic assessment according to Washington State Home-based and ALE Instruction Laws. There are three options for fulfilling this assessment for HEP:
  - State Testing (MSP/HSPE)

- An approved standardized test from the homeschooling list (or other test, with approval). The approved list of standardized tests (for homeschooling and for HEP) is available [here](#).
- "Running Records" consisting of your monthly progress reports along with a final assessment of your student's progress by your SLP Consultant, as advised by the parent.

Testing or assessment results will be submitted to the district to keep on file with the student's SLP.

### **10. Family Friendly:**

- HEP provides an environment that accommodates families with children of different ages, interests and abilities.
- HEP is a program that honors diversity, supports individual needs and encourages sharing and collaboration.

### **11. Maintains Compliance with District and State requirements:**

- The Homeschool Exploration Program will maintain compliance with the Washington State (WAC 392-121-182) and Quilcene School District operational guidelines. This is an Alternative Learning Experience program and will be required to be compliant with ALE requirements.

### **12. Communication resource for families and students**

- Calendars, schedules, and program information are maintained on WINGS.
- Important information is emailed to members regularly.

### **13. Exiting the Program:**

**A student or family may exit at any time.** In the event that a student withdraws from the program, non-consumable materials and equipment purchased with curriculum funds/Educational Expense Fund must be returned to the Homeschool Exploration Program at the district office.

#### **A. Procedure for withdrawal:**

- Complete an official withdrawal form (located on our website).
- Return all non-consumable textbooks, materials and equipment that have been purchased or checked out.
- Complete transfer documents if you are transferring to another district/school.

***“Get hip with HEP”***  
***Quilcene’s “Homeschool Exploration Program”***

**Quilcene School District - "Homeschool Exploration Program" (HEP) - Alternative Learning Education (Off-Campus Program)**

**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—HEP “Home School Exploration”**

- 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 by attending HEP field trip educational experiences and classes

**PART-TIME ENROLLMENT OF HOME-BASED INSTRUCTION STUDENTS:**

Home school 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. The Quilcene School District is not obligated to award credit for classes not supervised on the written student learning plan.

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 HEP Handbook.

**I am enrolling my student as a:**

- \_\_\_\_\_ **Full-time student in HEP** (1.0 FTE—my child *will be required to take the HSPE or MSP formerly the WASL exam*)
- \_\_\_\_\_ **Part-time ALE student** (.80 FTE or less—my child *will NOT be required to take the HSPE/MSP but will do an annual assessment*) **HEP FTE:** \_\_\_\_\_
- \_\_\_\_\_ **Shared student** (QSD will share the student with another school district) **District Name:** \_\_\_\_\_ **FTE:** \_\_\_\_\_

**II. THE ROLE OF EACH PARTICIPANT IN THE HEP 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. Refer students not substantially successful to other courses of study.
6. Document contact as required by state law.

**PARENT RESPONSIBILITIES:**

1. Supervise and assess daily student progress.
2. Document time spend on the Written Student Learning Plan (WSLP) activities.
3. Keep student records and samples of work completed.
4. Take primary responsibility for the student’s education and provide instruction in accordance with the WSLP.
5. Assure appropriate behavior for students attending all activities/field trips.
6. Pick up students immediately following supervised activities/field trips.
7. Accompany students on field trips or make special arrangements with the HEP coordinators.
8. **All non-consumable items remain the property of Quilcene 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 Written Student Learning Plan in a timely manner on the computer program entitled WINGS.
4. Complete and document sufficient hours of school work each week to maintain adequate progress and the fulfillment of course contracts.
5. Attend scheduled meetings and participate in the field trips that you and your family want you to participate in.
6. Demonstrate appropriate behavior during activities/field trips.

Parent Name (please print) \_\_\_\_\_

Student(s) enrolled in program (please print) \_\_\_\_\_

PARENT SIGNATURE: x \_\_\_\_\_

DATE: \_\_\_\_\_