

Chariton Community School District
2025-26

**Homeschool Assistance Program and
Competent Private Instruction
Handbook**



Chariton Community School District Competent Private Instruction (CPI)

Chariton Community School District beginning in August 2025 will be glad to assist parents in carrying out their selected homeschool programming that they have chosen for their student(s). The homeschool assistance program staff can also assist families in getting registered with the school district and in completing the required yearly paperwork. In this packet, you will find information to assist you through the process of documentation required by the state and to be filed with the school district. If you have any further questions, please contact the Chariton CSD homeschool director/middle school principal (Mr. Schwarte) at (641) 774-5114.

What is the Home School Assistance Program (HSAP)?

Chariton Community School District provides a Home School Assistance Program (HSAP) for homeschool families that wish to participate. If you choose to participate please register to assure participation by **August 25th**. Iowa Code established the deadline for registration for dual enrollment and HSAP enrollment as September 1. Registration by August 25th allows the district to adequately plan staffing to support the program. The HSAP is designed to be a resource for homeschooling parents and for homeschool students. The district will provide services and materials as outlined in Title V and Chapter 31 of the Iowa Code on Nontraditional Students. Section 31.4(5) of the Iowa Code entitled “Home School Assistance Programs” which has general guidelines for districts and parents. The specifics of the Chariton HSAP are as follows:

- The Chariton Community School District will provide a Home School Assistance Teacher.
 - The teacher will act as the liaison between the public school and the home school.
 - The teacher will assist and supervise the home school instruction.
 - The teacher will make **four (4) required contacts each quarter** with the homeschool family, of which two must be face-to-face with the student. A total of 16 contacts with each student every year are required, with half of those (8) being in-person contacts. The remaining student contacts can be done virtually, via phone, via email, etc.
 - The teacher will document student progress during these visits.
 - The teacher will provide activities for homeschool students and parents.
- Please fill out the Chariton Home School Assistance Program Enrollment Form so the director may plan for parent and student needs. Forms are included later in this handbook.
- Families may suggest materials to be considered for purchase by the district for use by HSAP and dual enrolled students. Materials are reviewed and purchased in alignment with district policy for the review and purchase of curriculum materials. Any materials purchased for the HSAP resource library are deemed as resources that could also be used by any other regularly enrolled public school student. Purchased materials will remain to be owned by the district.
 - The district may consider the purchase of consumable materials if they would also be purchased for use by a regularly enrolled student. This can include art materials, workbooks that are supplemental to curriculum materials, etc. Consumable materials are not returned at the end of the school year.
- **The Chariton HSAP offers as an option the following annual assessment to its participating students are evaluated by an annual standardized test OR an annual portfolio review. The student's participation in this is ultimately determined by their parent/guardian.**
 - Portfolios will be reviewed by the HSAP teacher by May 1st of each school year.
 - Required content subject areas are:
 - Grades 1st – 5th: reading, language arts, & mathematics samples
 - Grades 6th & above: reading, language arts, mathematics, science, & social studies samples

- Include for each required subject area: a book of lesson plans, a diary or other written record; an outline of the curriculum used; samples of the child's work/homework/evaluation; and any other completed assessment evaluations.
- Iowa Assessment testing (IF desired by the parent for their student) will be completed by May 31st & reported to the school district by August 1st or immediately following the school year just completed.
 - Testing will be provided free-of-charge for students who are homeschooled under one of the CPI options (#1 and #2).
 - Parents may be present during the administration of the assessment, but may not assist their student in the completion of the assessment. Students with a current IEP or 504 plan may use any accommodations that are included related to the completion of assessments.
- Students who don't make adequate annual progress may retake the same assessment or select another option for provision of adequate annual progress (in the Private Instruction Handbook) and provide the updated results to the district by August 1 following the school year just completed.
- If the updated score or scores meet the proficiency threshold (30th percentile), there is no further action.
- If the updated score is below the 30th percentile, the district files Form C-1 with the Iowa Department of Education. A letter is sent to the district and family outlining the options for remediation. These can include the family submitting a plan to supplement instruction in the deficit content area, or return to the classroom as a regularly enrolled student.
- If the family has chosen to submit a supplemental plan, they implement the changes, and provide proof of adequate annual progress the next spring. If the student's scores are above the 30th percentile, there is no further action.
- If the student scores below the 30th percentile, they may retake the same assessment or select another option for provision of adequate annual progress (in the Private Instruction Handbook) and provide the updated results for the district by August 1 following the school year just completed.
- If the updated score is below the 30th percentile, the district files Form C-1 with the Iowa Department of Education. The Department of Education sends notice to the family and district that the student has failed to score above the 30th percentile a second year in a row and is to re-enroll in school.
- The family may consider re-enrolling the student or may decide to select another option to provide homeschool instruction.

What is dual enrollment?

Dual enrollment is available to home educated students in every public school district in Iowa. As with HSAPs, homeschooling families choose whether or not they want dual enrollment. Dual enrollment allows the home school student to participate in 1) any academic course, 2) extra-curricular or co-curricular activity, and/or 3) Special education service. If you choose to participate you must request dual enrollment by **September 1st**. A family may request dual enrollment after September 1, however, it is a local decision to honor the request. Students who have a current IEP, or who the family would like to have evaluated for special education may dual enroll after the deadline for special education service or evaluation.

Students are not required to dual enroll or participate in a HSAP to request to participate in an annual assessment. There is no cost for an annual assessment for students who are homeschooled under CPI Option #1 or CPI Option #2. The cost is covered by the local school district.

What if the home school student chooses to transition into Middle or High School classes?

If parents think their child may want to transition into the middle school or high school setting, they need to be prepared to meet with the appropriate school staff to develop a plan and to indicate whether or not they are wanting to complete school or earn a high school diploma. Please contact the school principal guidance counselor for a review of requirements and other information to ascertain a successful transition for the student. A reminder to parents and students that Chariton Community High School only accepts graduation credits from accredited schools.

How can home school students prepare for the ACT exam?

Please check the website, **ACT.org** for information about ACT exams in your area.

Can homeschool students take Drivers Education classes?

Please contact the school's guidance counselor for information about Driver's Education classes, requirements, and schedules. Homeschool students, regardless of the path they have selected (CPI and IPI) may participate in the district's driver's education program. The cost of the program, if provided by an outside source, is paid by the family, on the same basis as a student who is regularly enrolled.

Competent Private Instruction (CPI) Parent Checklist

No Involvement with School District

Students who will be homeschooled under Independent Private Instruction (IPI) do not file Form A. This option allows the family to engage in homeschool instruction with autonomy, however - the student may not dual enroll in academics, activities or receive special education service. Students who are homeschooled under IPI may participate in concurrent enrollment courses and may take drivers education through the district.

Dual Enrollment with School District

- ☐ Submit Form A (2 copies for each child) by **August 25th in order to assure that the district is able to process your request and have your child included in the class schedule.**
- ☐ Items 1-4 MUST be completed and Parent/Guardian must sign Form A.
- ☐ Submit outline of the student's course of study on a separate sheet of paper. The course of study must include the following information: subjects covered, lesson plans, time spent on areas of study.
- ☐ Choose "Supervising Teacher" option; identify teacher; include teacher folder number (if known) & address OR
- ☐ Choose "Annual Assessment" option; assessment must be conducted by May 31st & submitted to school district by August 1.
- ☐ Grades 1st-5th are subject to annual evaluation in the areas of Reading, Language Arts, Mathematics, and Science for students in 5th grade.
- ☐ Grades 6th-12th are subject to annual evaluation in the areas of Reading, Language Arts, Mathematics, and Science in grades 8 and 10.
- ☐ Submit Evidence of Vaccinations (or medical or religious exemption) for children being homeschooled for the first time. Immunization exemption forms are available on the Iowa DHHS website.
- ☐ As per the Iowa General Assembly Legislation, all children under the age of 6 are required to have a blood lead test. Compliance with this requirement will be verified for children enrolling

in kindergarten and children under the age of 6 for whom a Competent Private Instruction report form is filed.

- ☐ Submit Form A (as outlined above).
- ☐ Check appropriate boxes for Dual Enrollment (students may also participate in HSAP).
 - ☐ Academics
 - ☐ Annual Assessment Test
 - ☐ Extra-curricular
 - ☐ Special Education - Contact the AEA Special Education Director in advance.
- ☐ Pay fees (if applicable).
- ☐ Complete & submit "Emergency Contact Form".

Chariton Home School Assistance Program (HSAP)

- ☐ Submit Form A (as outlined above).
- ☐ Check the appropriate box for HSAP (students may also Dual Enroll in the school district).
- ☐ Fill out the Chariton Home School Assistance Program Enrollment Form
- ☐ Chariton CSD HSAP students will meet with the HSAP director 4 times per quarter; of which, two (2) times each quarter must be face-to-face with each student.
- ☐ Take the standardized assessment test (specific testing dates will be mailed to parents).

Inadequate Progress:

If adequate progress is not shown, the family may submit another assessment by August 1. If adequate progress is still not shown, the child must be enrolled in the school district, unless the Department of Education approves a remediation program.

FORM A - (Must be filed every year)

Page 1

(Completed by the Parent, Guardian, or Legal or Actual Custodian)

Date when returned _____

Competent Private Instruction Report Iowa Code section 299.4

Required information: See instructions before completing.

The following information is required in accordance with Iowa Code section 299.4. Parent, guardian, or legal or actual custodian must submit this report in duplicate to the school district of residence. This report is required if the student is 6 years of age on or before September 15 and not yet 16 years old and does not attend an Iowa public or accredited nonpublic school. **Return this form to the school district secretary by August 30th or within 14 calendar days of removing the student from a public or accredited nonpublic school or 14 calendar days from moving into the school district.** (If you are enrolled in a home school assistance program, please notify the district if you plan to dual enroll.)

1. Child and Family Information: (Name and birth date of child under Competent Private Instruction.)

Name:	Birth Date:

2. Name and address of person filing report. (Please check the appropriate box after "name".)

Name:	Parent:	Guardian:	Legal or Actual Custodian:
Address:	City, Zip:		
Phone #: (optional)			

3. Immunization Evidence: If filing Form A for the 1st time, attach immunization information.

(Proof of immunization or needed waiver is required of all children receiving CPI, including those enrolled in a HSAP.)

4. Instructional Program Information:

Outline the course of study on separate page(s). Attach lesson plans on separate page(s).

Subject:	Text, Publisher, & Author:	Time Spent:
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5. List number of days of instruction under competent private instruction: _____ (See Iowa Code section 299A.1)

6. If an appropriately licensed Iowa teacher will provide or supervise the parent, guardian, or legal or actual custodian in providing the instruction, give the teacher's name and folder number: (Omit if participating in HSAP)

Name:	Teacher Folder Number:
Address:	Teacher Signature: (optional)
City, State, Zip:	Phone Number: (optional)

7. If an Iowa licensed teacher is not providing instruction or supervising, and the parent, guardian, or legal or the actual custodian is providing instruction to the child; the child may take an annual assessment. (Please see the acceptable annual assessments listed in the CPI handbook, page 18.) The school district will notify parents, guardians or legal or actual custodians later of testing dates.

Parent/Guardian/Legal or Actual Custodian Signature

(required): _____

The following information is optional. However, if you want your child to access special education programs or services, or if your child plans to participate in any academic or extracurricular activities at your local school district, or if you want to participate in the district's Home School Assistance Program, please complete #8, #9, and/or #10.

NOTE: If you dual enroll your child for any academic, extracurricular, or special education purpose, your child's annual assessment shall be provided at no charge to you.

8. If the child is currently identified as a child requiring special education, prior approval must be sought from the special education director at the Area Education Agency before the child may receive Competent Private Instruction in Iowa unless the parent, guardian, or legal or actual custodian of the child does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs. Iowa Code section 299A.9.

Is the child currently identified as a child requiring special education pursuant to the rules of special education? Yes _____ No _____

Have you consented to initial evaluation or to reevaluation of the child for receipt of special education services or programs? Yes _____ No _____

9. Do you desire dual enrollment in the public school for the child under Competent Private Instruction?
Yes _____ No _____ (If no, skip to #10.)

Dual enrollment is desired for:

(Check all that apply) Contact age-appropriate building principal or counselor for more information.

Extra-curricular _____ (Must provide all required documentation for participation)
Special Education _____ Academic _____

Grade Level for the 2025-26 school year _____

Subjects or Activities you wish your child to dual enroll in:

1 st Semester:	2 nd Semester:

10. Do you desire to enroll in the Home School Assistance Program? Yes _____ No _____
(If so, please also fill out the Chariton Home School Assistance Program Application.)

[illegible]

HOMESCHOOL INSTRUCTIONAL MATERIAL GUIDELINES

- DE administrative rule 291-31.5(4) (b) states that materials are to be provided to CPI students who dual enroll or are in HSAP “on the same basis” as they are provided to regularly enrolled students. This means that the Chariton Community School district has the final determination on the purchasing of materials provided to HSAP students/families and is the owner of the materials.
- In all cases, texts and materials (unless of a consumable nature) are to be returned to the district at the end of the school year. This also includes laptop computers provided by the school.
- Instructional material does not mean teachers’ manuals or tests.
- The district can NOT give monetary payments directly or indirectly to the parent/guardian/legal or actual custodian of a student who receives CPI. Chariton CSD HSAP will not be able to reimburse for materials that are not purchased through the school district purchasing protocol. ALL materials and resources to be purchased must be approved in advance of purchase by the Chariton CSD HSAP Director and purchased directly by the school district to then be distributed to the student/parent/guardian or actual legal custodian of the student.
- The district can NOT consent to purchasing or providing religious materials, as these are not appropriate for use with the regularly enrolled student population.
- The district will ask parents/guardians to supply a list of the courses/curriculum and materials used throughout the school year.

If there are any questions, please contact:

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