

# What's In The Survival Guide?

<b>Introductions</b>	<b>pages 4 - 7</b>
Welcome to APS	pg 4
List of Services Provided	pg 4
Who Are We	pg 5
Philosophy Of Education	pg 6
Doctrinal Statement of Faith	pg 7
<b>Enrollment Requirements</b>	<b>pages 8 - 10</b>
Summary of Requirements	pg 8
Registration Fees and Time Frames	pg 8
Schedule of Tuition	pg 8
Schedule of Available Discounts	pg 8
Payment Plans	pg 10
<b>Curriculum Options</b>	<b>pages 11 - 13</b>
Sample List of Resources	pg 12 - 13
<b>Reference Material</b>	<b>pages 14 - 28</b>
Educational Expectations	pg 14 - 17
HSLDA Membership	pg 18
What To Do If Contacted	pg 19
Requirements of Parent/Teachers	pg 20
APS Calendar	pg 21
CUM Files	pg 23
Graduation Requirements	pg 23
Course of Study	pg 24 - 26
High School Planning Chart	pg 27
<b>School Policies</b>	<b>page 29</b>
Non-Discrimination Policy	pg 29
Admissions Policy	pg 29
Tuition Policy	pg 29
Delinquent Accounts	pg 29
Refund Policy	pg 29
Mandatory Workshops	pg 29
Lesson Plans, Attendance Sheets and Grades	pg 29
<b>Grades and Report Cards</b>	<b>pages 30 - 38</b>
Grades	pg 30
Report Cards	pg 30
APS Grade Sheets	pg 31 - 38
<b>Lesson Plans</b>	<b>pages 39 - 52</b>
<b>Attendance Sheets</b>	<b>pages 53 - 56</b>
<b>Parental Consent Form</b>	<b>pages 57 - 59</b>
<b>Standards of Behavior and Dress</b>	<b>pages 60 - 63</b>
<b>Addendums</b>	<b>pages 64 - 69</b>

# ADDENDUMS

## **Addendums**

Concurrent Enrollment in High School and College  
Transcripts, Work Permits, and Signatures  
Assignment of Units

**pages 64 - 69**

pg 65

pg 66

pg 67

## Assignment of Units

The following are guidelines to determine junior high school and senior high school units assigned for standard and **non-standard exception courses**. These are only guidelines. Final approval by the APS office is on a per course basis. Please read the APS Survival Guide sections entitled:

*Reference Material / What is a Unit*

*Reference Material / Course of Study*

*Addendum - Concurrent Enrollment in High School and College*

### STANDARD COURSES

Normally, published curriculum are designed to be completed as:

1. A two semester 10-unit course with one grade given at the end of each semester and 5 units earned each semester (i.e. U.S. History, British Literature, Algebra I).
2. A one semester 5-unit course with one grade given at the end of the semester and 5 units earned (i.e. Civics, Economics, Health).
3. A one or two semester lab course with one grade given at the end of each semester and 2.5 units earned each semester (e.g. science labs, physical education, driver's education).

A standard course is equal to 5 units per semester.

A standard **lab** course is equal to 2.5 units per semester.

(Standard Lab courses include science labs, physical education, driver's education and some 1-unit college courses.)

### **APS only recognizes standard assignment of units.**

With the exception of the lab courses listed above and Non-Standard Exception Courses listed below, **APS only recognizes courses that justify 5 units per semester.**

### NON-STANDARD EXCEPTION COURSES

Normally, a 5-unit per semester course is completed in a standard 18-week semester.

AS AN EXCEPTION, APS may recognize a 5-unit course that is competed in two consecutive 18-week semesters instead of one.

With such exceptions a **grade should only be submitted at the end of the second semester** upon completion of the entire course. Such courses will only be represented on the student's CUM as one 5-unit course **in the second semester. They WILL NOT be listed on the CUM as two 2.5-unit courses.**

A **Non-Standard Exception Course** may earn 5 units over the course of one year (instead of one semester). **No other number of units will be awarded by APS.**

## Assignment of Units (continued)

### **NON-STANDARD EXCEPTION - Example**

'Fine Arts' is sometimes taught as a non-standard exception course. In such instances, the student is usually engaged in some form of private lessons that do not justify a full 5-units in one semester, but may justify 5-units when taken for two semesters. Piano, guitar, drums and voice lessons are common examples of such lessons.

In traditional education at brick-and-mortar schools, these students **never receive any units** for such private lessons. These extra-curricular activities are not represented on the student's CUM in any form.

As an accommodation to the home school community APS may recognize such activities, but **ONLY** if they are structured within the standard practices recognized by traditional educational entities (i.e., traditional schools, college admissions, university admissions).

If "Fine Arts / piano lessons" is equivalent to a 5 unit piano course in traditional school, then 5 units can be awarded, even if the course is spread out over two semesters. If it is not equivalent to a course that might be taught in a traditional school, then "Fine Arts / piano lessons" is insufficient to be viewed as a unit-earning course. **Such determinations MUST be finalized as part of Educational Expectations submitted at enrollment time.**

The rule of thumb is that to earn 5 units such lessons must be the equivalent of the subject as taught at a traditional school during a standard 18-week semester. A 5-unit course in traditional school is taught approximately 1 hour per day, 5 days per week, plus homework.

In order to justify 5 units, a Non-Standard Exception course must be equivalent to **5 hours of instruction per week, plus homework; even if the actual instruction is spread out over two semesters.** By grouping the lessons for two semesters the overall number of instructional hours is increased (instructional hour should equal approximately 75 – 90 hours). In such a course, **a grade is submitted only at the end of the second semester.**

If the student stops the lessons prior to ending the second semester, **no units will be awarded.** In this case, the parent is required to **submit an amended Educational Expectation immediately** upon ending the lessons. In so doing, the parent is informing APS of the change so that the student's CUM can be modified. The parent **SHOULD NOT wait** and turn in the amended Educational Expectation with the grade sheet.

### **APS Co-Op Courses**

APS Co-Op courses are awarded the standard 5-units per semester but only meet for about 1.5 hours of instruction per week. How does this track with the "Rule of Thumb" mentioned above?

APS Co-Op courses are not designed as traditional courses in which all instruction is performed by the in-class instructor. APS Co-Op courses are offered "in **co-operation** with" parent /instructors. It is required that parents participate with their students in the course subject on a daily basis. The APS Co-op Mission Statement makes this very clear: *"Daily parental participation with their students, at home, is required to complete courses."* We assume at least one hour of at-home instruction per day.

## Assignment of Units (continued)

### **Traditional Course Units compared to APS Co-op Course Units**

APS Co-Op courses are designed so that a course instructor and the student's parents share instructional responsibilities. A glance at the instructional hours for a traditional biology course and an APS Co-op biology course should provide an understanding of how the assignment of units is determined.

### **Traditional Biology and Biology Lab Courses =**

$((50 \text{ min} * 5 \text{ days}) * 18 \text{ weeks}) / 60 \text{ min} = \mathbf{75 \text{ instructional hours per semester}}$  earns 5 units in Biology Lecture  
 $((80 \text{ min} * 2 \text{ days}) * 18 \text{ weeks}) / 60 \text{ min} = \mathbf{48 \text{ lab hours per semester}}$  earns 2.5 units in Biology Lab  
**123**

Total = **123 in-class instructional hours** for 5 units Biology + 2.5 units of Biology Lab per semester

### **APS Co-op Biology and Biology Lab Courses =**

$(90 \text{ min} * 18 \text{ weeks}) / 60 \text{ min} = \mathbf{27 \text{ in-class instructional hours}}$ , per semester  
Parents perform approximately **96 at-home instructional hours**, per semester.  
**123**

Total = 123 in-class instructional hours for 5 units Biology + 2.5 units of Biology Lab per semester

**In order to equal a traditional class, parents need to provide the approximate equivalent of 1 hour per day of at-home instruction / participation** (96 hours / 18 weeks = 5.3 hours per week). APS discourages the actual counting of instructional minutes. The above details are included to provide a clear understanding of units.

### **ACCEPTABLE ASSIGNMENT OF UNITS - Example**

APS only recognizes standard assignment of units.

Course	Instruction	Units	Duration	Additional	Grading
British Lit	5.0 hrs. per week	5.0 units per sem.	2 semesters	additional homework	grade issued each sem.
Biology	5.0 hrs. per week	5.0 units per sem.	2 semesters	additional homework	grade issued each sem.
Biology Lab	2.5 hrs. per week	2.5 units per sem.	2 semesters	additional homework	grade issued each sem.
Fine Arts Piano	5.0 hrs. per week*	5.0 units per year	1 semester*	additional practice	grade issued 2nd sem. ONLY

\*As Non-Standard Exception, piano can be taught and practiced 2.5 hrs. per week for 2 consecutive semesters

### **UNACCEPTABLE ASSIGNMENT OF UNITS - Example**

Unfortunately, some in the home school community are under the mistaken impression that anything done at home is worthy of some number of units. This is certainly not the industry standard and is not practiced in APS.

A 3-unit course in "Home Economics" (e.g. doing chores & babysitting) is unacceptable.

A 2-unit course in "Auto Mechanics" (e.g. oil changes & car washes) is unacceptable.

Note: A student might earn 5 units in "Home Economics" or in "Auto Mechanics" as an actual course with an actual scope and sequence of material covered, but NOT as merely doing family chores.

There are two issues in the above examples: 1) The units linked to the courses are non-standard  
2) The course of study is insufficient to justify units