

Part-time, Home-based or Off-campus Students

Suggested procedures are as follows:

- A. Distribute SPI-developed letter of intent and district-developed supplementary application to interested parents upon request.
- B. Meet with parent to review supplementary application and determine if parent wishes to enter into off-campus program agreement with the school district. (Maintain a log which reflects the effort that the district has made to conduct such a meeting.)
- C. If an off-campus program agreement is not established, clarify the parent's responsibility in providing home-based instruction including instructional time, subject matter, testing and student records.
- D. If a parent determines that supervision by a certificated teacher is necessary to satisfy qualifications to provide home-based instruction, inform the parent that they are expected to select and pay for such supervision. The district will, if requested, assist the parent in securing instructional materials, provided that the parent shall bear the cost of such materials.
- E. Advise the parent of their rights to enroll a student for part-time instruction and/or to receive ancillary services.
- F. Students who have been involved in a home school program and seek reenrollment in the regular school program shall be subject to the following provisions:
 1. Students will be placed at a grade level appropriate for age if:
 - a. student's scores are at or near grade level on a school selected achievement test.
 - b. student's social skills and development are appropriate for such placement.
 - c. the building principal determines that such placement is appropriate.
 2. Students will not be placed at a grade level above their age placement until they have been enrolled a full academic year and have received appropriate staff recommendations.
 3. All students will be placed in a grade placement on a conditional basis subject to reassignment as needs and abilities warrant.
 4. Parents are to provide written records of home study program curriculum and instruction to include:
 - a. curriculum content.
 - b. hours of instruction.
 - c. test scores and annual assessment.
 - d. immunization records.
 - e. other records as appropriate.
 5. Placement in regular school program may not be related to the curriculum covered in the home school program. Placement will be determined by staff and parent at time of enrollment.
 6. Parents will be expected to provide proof of age at time of enrollment.

7. High School credit will be granted only under at least one of the following criteria:
 - a. classes completed by a student enrolled at Sequim High School.
 - b. classes taken through a District approved correspondence program.
 - c. classes taken at an approved private school.
 - d. classes taken from another institution of learning meeting local curriculum standards.

Date: March 2, 1989