

Part-Time, Home-Based, or Off-Campus Students

Part-time students are permitted to enroll and receive ancillary services, provided that such students are otherwise eligible for full-time enrollment in the school district and such courses or services are not available in the student's private school or an approved extension thereof. Part-time status also includes: any student, not enrolled in a private school, who is receiving home-based instruction and taking courses at or receiving ancillary services from the district or both, or any student involved in an approved work training program.

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent or designee by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student pursuant to RCW 28A.225.225, Choice. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction shall be the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction program provided that such experiences have been approved by the superintendent or designee.

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.
- 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, unless subjects and space are available in the district's PARADE program.
- E. Advise the parent of their rights to enroll a student for part-time instruction and/or to receive ancillary services.

- F. If the parent wishes to enroll the child for off-campus instruction, develop an agreement for each subject which provides for:
1. The objective(s) of the program;
 2. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
 3. A schedule of the duration of the program, including beginning and ending dates within the school year;
 4. A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staff; and
 5. A description of intervention techniques and criteria for their use.
- G. Maintain proper documentation that includes the written plan, a log of contacts made with parent and student (verification by signature of parent), a log of meetings with a classroom teacher for the same grade level as the student.
- H. Assign a certificated staff member to supervise the parent and student typical schedule: four (4) hours/month with parent and student; four (4) hours/month with classroom teacher.
- I. Claim student as "enrolled" for purposes of state financial support.

Legal References:	RCW 28A.195.010	Private schools--Extension programs for parents to teach children in their custody--Scope of state control--Generally
	28A.200.010	Home-based instruction--Duties of parents
	28A.200.020	Home-based instruction--Certain decisions responsibility of parent
	28A.150.350	Part-time students--Defined--Enrollment authorized-Reimbursement for costs--funding authority recognition--Rules
	392-134-10	Attendance rights of part-time public school students

June 26, 2001
Reviewed: March 2012