

**Tumwater School District
Board Policy**

PART-TIME, HOME-BASED, OR OFF-CAMPUS STUDENTS

The district shall permit the enrollment of and provide ancillary services for part time students, provided such students are eligible for full time enrollment in the school district, and such courses/services are not available in the student's private school or an approved extension thereof. Part-time includes any student who is not enrolled in a private school and who is receiving home-based instruction. Part time also includes students who are taking courses at one of our schools or receiving ancillary services from the district or both, or any student involved in a work training program approved by the Board. Enrollment for such students will be on a space available basis and parents may be required to provide transportation.

Home-based Instruction shall consist of:

1. Planned and supervised instructional and related educational activities including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music.
2. 450 hours per year of instruction for Kindergarten
900 hours per year of instruction for Grades 1-3
990 hours per year of instruction for Grades 4-8
1,080 hours per year of instruction for Grades 9-12
3. Test scores or annual academic progress assessments and immunization records, as well as any other records, must be kept relating to the student's instructional and educational activities. These records may be used by the public school if the student wishes to discontinue home-based instruction.
4. A standardized achievement test, approved by the State Board of Education, must be administered annually to the student by a qualified individual or an annual assessment of the student's academic progress written by a certificated person who is currently working in the field of education. The standardized test results or the annual academic progress report shall be made part of the student's permanent records.

Parent Qualifications

RCW 28A.225.010(4) requires that the instructional and educational activities be:

1. Provided by a parent who is instructing his or her child(ren) only and is supervised by a certificated person (Chapter 28A.410 RCW). The supervision consists of objectives by the certificated person and the parent; a minimum each month of an average of one contact hour per week with the child being supervised by the certificated person; and evaluation of such child's progress by the certificated person. The number of children supervised by the certificated person shall not exceed thirty; or
2. Provided by a parent who is instructing his or her child(ren) only and who has either earned forty-five college level credit hours or the equivalent in semester hours; or

3. Provided by a parent who has completed a course in home based instruction at a post-secondary institution or a vocational-technical institute; or
4. Provided by a parent who is deemed sufficiently qualified to provide home based instruction by the superintendent of the local school district in which the child resides.

The following procedures shall be utilized for the evaluation of parental requests to provide home-based schooling to their own children in lieu of attending Tumwater Public Schools.

1. A parent requesting to provide home-based instruction to his/her own child(ren) shall file with the Tumwater School District Office no later than September 15th annually or within two weeks of the beginning of any semester for middle and/or high school students as specified by state law and district policy.
2. The statement shall include:
 - a. The intent to provide home-based instruction.
 - b. The means by which all legal requirements will be met, including but not limited to parental instructional qualifications, per state law and district policy.

All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, and place in the provision or evaluation of home-based instruction shall be the responsibility of the parent except as set forth in the signed declaration of intent. Failure of a parent to comply with the standards as specified in this policy shall constitute a violation of the compulsory attendance law.

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| Legal References: | RCW 28A.225.220 | Adults, children from other districts, agreements for attending school — Tuition |
| | 28A.225.225 | Applications to attend nonresident district |
| | 28A.195.010 | Private schools — Extension programs for parents to teach children in their custody — Scope of state control — Generally |
| | 28A.225.010 | Attendance mandatory — Age — Persons having custody shall cause child to attend public school — Exceptions |
| | 28A.200.010 | Home-based instruction — Duties of parents |
| | 28A.200.020 | Home-based instruction — Certain decisions responsibility of parent |

RCW 28A.150.350

Part-time students — Defined —
Enrollment authorized —
Reimbursement for costs--
Funding authority recognition--
Rules

WAC 392-121-182

Enrollment time credit-off-campus —
Alternative Learning Experiences
— Study time off-campus
Instruction Requirements

392-134-010

Attendance rights of part-time public
school students

ADOPTED: 1995

REVISED: 1998; 2008; October 24, 2013

Tumwater School District Procedures

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1. A parent requesting to provide home-based instruction to his/her own child(ren) shall file with the Tumwater School District Office no later than September 15th annually or within two weeks of the beginning of any trimester for elementary students and within two weeks of the beginning of any semester for middle and/or high school students as specified by state law and district policy.
2. The statement shall include:
 - A. The intent to provide home-based instruction.
 - B. The means by which all legal requirements will be met, including but not limited to parental instructional qualifications, per state law and district policy.

Optional Information will include:

- A. Reason for choosing home-based instruction.
 - B. Interest in part-time instruction through our schools.
 - C. Interest in school sponsored activities.
3. The parental declaration of intent to provide home-based instruction and supporting statements will be reviewed by the superintendent and/or his or her designee for approval and continuing approval.

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4. A standardized achievement test, approved by the State Board of Education, must be administered annually to the student by a qualified individual or an annual assessment of the student's academic progress written by a certificated person who is currently working in the field of education. The standardized test results or the annual academic progress report shall be made part of the student's permanent records.

Elementary and/or Middle School Students Returning to the Tumwater School District From Home Schooling

Each building principal shall review any requests received from parents who have provided home-based instruction and who wish to enroll their child(ren) in the Tumwater schools. Students will be placed at the grade level determined by the building principal. Such determination will be based upon an evaluation of the student's records, parent recommendation, and/or other measurements of academic achievement. A standardized achievement test may be required to determine the student's placement. (Only home schooling experiences registered in accordance with Washington State Home Schooling laws will be considered in determining students' placement.)

High School Students Returning to the Tumwater School District From Home Schooling

Students who plan to earn a Tumwater School District diploma, will want to discuss the timing of entry or re-entry as early as the beginning of their freshman year. It is very important to contact the principal of the school the child will be attending as soon as it is known when the entry or re-entry is to occur.

The principal and/or your high school counselor will be able to share pertinent information and also suggest part-time enrollment opportunities or participation in other school activities that can help students make an easier adjustment to full-time enrollment.

Home School Students in High School

Running Start Students

Parents who are providing home based instruction and wish to enroll their high school child (11th or 12th grade only) in the Running Start Program at South Puget Sound Community College shall register their student at the District Administration Office. Parents must be able to show that they provided home based instruction for at least the previous year to be eligible to register for Running Start through the District.

Graduation Policy/Procedures

A diploma of graduation will be awarded to eligible students who complete the requirements prescribed by the Board of Directors in accordance with provisions of Washington State Law (See Board Policy 4852).

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates.

Requirements for a Diploma of Graduation

1. Home school students who wish to receive a Tumwater School District diploma must fulfill Tumwater School District graduation requirements.
2. Students wishing to receive a TSD diploma must be enrolled full time for a minimum of one semester at Tumwater High School, one semester at A.G. West Black Hills High School or one semester in the Secondary Options Program.
3. Beginning with the graduating class of 2003, at least half of the graduation requirements, a minimum of four (4) semesters of course work, must be completed at a state approved/accredited high school or through a state approved/accredited high school correspondence program. (We highly encourage all high school students to participate in a state approved/accredited high school program through graduation.)
4. Secondary students may earn a maximum of six annualized credits per year through home school and/or a combination of home schooling and regular attendance.
5. Please note: The district is bound by strict regulations regarding the number of hours a student must attend a class in order to earn credit. Generally, students beginning coursework one month after the beginning of a semester will not earn credit for that course.

Transferring Credits and Grades from approved/accredited Private Schools or approved/accredited High School Correspondence Programs

Students participating in extension programs from a state approved/accredited private school or a state approved/accredited high school correspondence program may receive credit and grades based on receipt of an official transcript provided by that school with approval by the principal or his designee. Your high school counselor will be able to assist you with the transfer process.

Applying for High School Credit for Learning Experiences Conducted Away from the School by Persons Not Employed by the School District, e.g. home-based instruction

Students not associated with an approved/accredited private or high school correspondence program must follow the procedures listed below.

1. A "P" (Pass) grade will be listed for courses completed and passed. The transcript will state that these classes/courses were taken through home schooling.
2. Students should have courses approved for credit in advance, specifically following the procedures listed below:
 - A. All proposals for approval of credit for learning experiences which are conducted away from the school by persons not employed by the school district shall be submitted to the high school principal or his/her designee prior to the experience and shall include at least the following:
 - a. Name of the course or class
 - b. Length of time for which approval is desired
 - c. Course goals, objectives, essential learnings and educational outcomes
 - d. Description of how credits shall be determined (60 hours per .34 credit)
 - e. Content outline of the course and/or major learning activities and instructional materials to be used.
 - f. Provide a description of the state learning goals and related essential academic learning requirements that are part of the program or planned learning experience.
 - g. Name and description of how student performance will be assessed
 - h. Qualifications of instructional personnel, and
 - i. Plans for evaluation of the program.
3. Your educational plan shall be presented to the high school principal or his/her designee (high school counselor) for review, revision and approval or disapproval in advance of the experience.
4. Approval or disapproval and the reason for the decision will be communicated to the students, parents, or guardians.

For each course or class approved

The student/parent must keep a class/course portfolio which includes:

1. Documentation of #a-h above
2. Completed work to meet course objectives and essential learnings
3. Completed Assessments
4. Calendar documenting actual instructional time (60 hours per .34 credits)

After requirements are completed

Each class or course portfolio should be turned into the school counselor, so credit may be posted. A "P" (Pass) grade will be listed for courses completed and passed. The transcript will also state that these classes/courses were taken through home schooling.

Reminder:

- 90 hours of documented study per semester class is required before credit will be awarded, (.50 credit)
- 1,080 hours per year of instruction for grades 9-12

(In special cases, a secondary student entering a Tumwater School District High School may be placed at a certain grade level according to the recommendation of the principal, utilizing a standardized achievement test and/or other pertinent information. Any credits earned from that point forward may result in graduation, if the student successfully completes a prescribed course of study.)

Additional issues for secondary students to consider regarding graduation from a Tumwater School District High School

1. Grade point averages will be determined by credits earned at a Tumwater School District high school or other approved/accredited high school programs. "P's" given for home school classes listed on the official transcript will not be calculated in a student's overall GPA.
2. Students who are home schooled **may not** be eligible for honors at graduation; each case will be determined on an individual basis.
3. Parents shall have the right to provide a "Home School Transcript" to the high school which may be forwarded with the official transcript from Tumwater High School, A.G. West Black Hills High School or Secondary Options to post secondary institutions.
4. Businesses, institutions of higher learning, and branches of the armed service establish their own criteria for determining the credibility of a diploma and may or may not honor a diploma or any other documentation which they deem unacceptable for their purposes.

Parents/Caregivers of students who wish to earn a Tumwater School District diploma, but choose participate in learning experiences conducted off TSD high school campuses should contact their high school counseling office to

1. Review the student's educational plan with the principal and/or high school counselor in advance of the learning experience;
2. Review the Board Policy and Administrative Procedures pertinent to home school instruction, specifically the procedure for receipt of credit and the requirements for a Tumwater School District high school diploma;
3. Collaborate in the scheduling periodic reviews of student progress and assessment;
4. Discuss potential partnerships between the Tumwater District and home school families, including dual enrollment opportunities that will help the student reach his or her educational goals, and also the opportunities provided through the Tumwater School District's Secondary Options Program.