

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

Procedures are as follows:

- A. Upon request from interested parents, provide South Kitsap District Form# 130 which is the Declaration of Intent to Home School application.
- B. Meet or conference with the parent to review the application and determine if the parent wishes to enter into the Explorer Program (School Policy #2255) in the school district.
- C. 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. If a parent chooses to enroll their student for part-time instruction and/or to receive ancillary services it will be required that:
  - The Rights & Responsibilities Handbook will be reviewed by the parent and the student and the Acknowledgement of Receipt form will be signed by the parent and the student and returned to school.
  - Any guidelines or procedures associated with a particular course of study, ancillary service or by an individual school, must be followed.
  - At the conclusion of any course of study or ancillary service session for which the student is enrolled, the parent must be on campus and able to immediately meet with the student.
- G. Access to the Running Start Program by students receiving Home - Based Instruction shall be eligible if the Home – Based student has completed the following guidelines as outlined in RCW 28A.600.310(1):
  - The enrolling student must have received home based instruction for the entire school year prior to enrollment in the Running Start Program and have on file the South Kitsap District Form #130 (Declaration of Intent to Home School) the previous year by the 15<sup>th</sup> of September.
  - The parent and student must fill out Form SPI 1600 (Running Start Enrollment Request for Home – Based Instruction Students Only) and signed by the Explorer Academy administrator who oversees the Home – Based Instruction process for South Kitsap School District.

**Revised: February 1, 2013**