



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

Generally it is expected that all students attending Sumner-Bonney Lake School District will be enrolled as full-time students, unless the student is a private school student seeking a course of instruction and/or ancillary service not provided by their private school, or a student who is receiving home-based instruction under RCW 28A.225.010 and is seeking a course of instruction and/or ancillary services, or a student is receiving home hospital services, or a part-time enrollment is used as a truancy intervention, or is enrolled in Running Start.

According to WAC 392-134-005, ancillary service shall mean, "Any co-curricular service or activity, any health care service or activity, and any other services or activities, except "courses," for or in which preschool through twelfth grade students are enrolled by a public school. The term shall include, but not be limited to, counseling, psychological services, testing, remedial instruction, speech and hearing therapy, health care services, tutorial services such as home or hospital instruction for the physically disabled, and sports activities;"

Course is defined as any instructional, curricular service or activity in which preschool through twelfth-grade students are enrolled in by the District.

"(3) "Part-time public school student" shall mean a student who is enrolled in a public school for less time than a "full-time equivalent student" as defined in chapter 392-121 WAC, as now or hereafter amended, and shall include:

- (a) Private school students to the extent they are also enrolled in a public school as a student thereof for the purpose of taking any course or receiving any ancillary service, or any combination of courses and ancillary services which is not available in the student's private school of attendance;
- (b) Any student who is enrolled exclusively in a public school for the purpose of taking courses or receiving ancillary services and/or participating in a work training program approved by the board of directors of the district or charter school board; and
- (c) Any student who is participating in home-based instruction to the extent that the student is also enrolled in a public school for the purpose of taking any course or receiving any ancillary service, or any combination of courses and ancillary services."

The following procedure will be used by the Sumner-Bonney Lake School District:

- 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;



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- 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 will 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;
 - 1. If the parents wish to enroll the child for off-campus instruction (WAC 392-121-182), develop an agreement for each subject which provides for:
 - A. The objective(s) of the program;
 - B. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
 - C. A schedule of the duration of the program, including beginning and ending dates within the school year;
 - D. 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
 - E. A description of intervention techniques and criteria for their use.
 - 2. 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;
 - 3. 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; and
 - 4. Claim student as "enrolled" for purposes of state financial support.
 - 5. Part-time students (as defined by WAC 392-121) must obtain approval from administration prior to participating in on-campus activities during the school day that are not part of a student's regular schedule.