

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

The district will follow these procedures to ensure compliance with state law and to support families providing home-based instruction.

A. Declaration of Intent

- Parents/guardians must file a signed Declaration of Intent annually by September 15 or within two weeks of the beginning of any quarter, trimester, or semester (RCW 28A.200.010).
- The declaration must include the student's name, age, and whether a certificated person will supervise the instruction.

B. Parent Qualifications (RCW 28A.225.010; RCW 28A.200.010; HSLDA guidance)

Parents providing home-based instruction must meet one of the following:

1. Instruct only their child and be supervised by a certificated person with at least one contact hour per week;
2. Hold 45 college quarter credits (30 semester credits) or more;
3. Complete a home-based instruction course at a postsecondary institution; or
4. Be deemed sufficiently qualified by the local superintendent.

C. Instructional Requirements

Parents are responsible for:

- Providing 180 days or an average of 1,000 instructional hours per year;
- Covering the required subject areas: occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, art, and music appreciation (RCW 28A.200.010);
- Maintaining student records, including annual test/evaluation results.

D. Annual Assessment

Parents must ensure that students annually complete either:

1. A standardized test approved by the State Board of Education, administered by a qualified individual; or
2. An evaluation of progress by a certificated person.
Results must be retained by the parent as part of the student's permanent record (not submitted to the district).

E. District Role and Support

The district will:

1. Provide parents with the Superintendent of Public Instruction (SPI)-approved Declaration of Intent form upon request;

2. Inform parents of part-time enrollment and ancillary service opportunities (RCW 28A.150.350, RCW 28A.225.225);
3. Clarify the parent's sole responsibility for curriculum, philosophy, instructional materials, and student progress;
4. Make district instructional materials available at cost upon request;
5. Maintain a log of district contacts and meetings with families, as appropriate.

F. Part-Time Enrollment & Ancillary Services

- Students may enroll part-time in district classes or programs, subject to availability and eligibility (RCW 28A.150.350, WAC 392-134-010).
- Families may request ancillary services (counseling, extracurricular participation, etc.).

G. Off-Campus Instruction (ALE Programs – WAC 392-121-182)

If families choose to enroll students in a district-approved off-campus or alternative learning program:

1. A written agreement must specify objectives, teaching components, schedules, evaluation methods, and intervention plans;
2. A certificated district staff member will supervise, evaluate, and record student progress.

H. Compliance

Failure to comply with statutory requirements may result in referral for truancy under RCW 28A.225.