

Part-time or Home-based Students

The West Valley School District acknowledges the rights of students, parents, and guardians in placing a child in a home-based instruction program. The following procedure is intended to serve as a guide for interested parties who wish to enroll a student in a home-based instruction program and/or enroll a student in the West Valley School District after attendance/participation in home-based instruction:

- A. Parents must file a Declaration of Intent for home-based instruction with the Superintendent by September 15 or within two weeks of the beginning of any school term.
- B. Selection of materials, books and curriculum for home-based instruction shall be the responsibility of the parent.
- C. Parents may enroll a student for part-time instruction and receive ancillary services. Students cannot be enrolled for home schooling in addition to full-time public school enrollment.
- D. Student Placement/Re-entry to School System
The parents of students enrolling in the District who have been receiving home-based instruction shall provide the principal of the enrolling school with copies of the following:
 - 1. Documentation of annual program hours per grade level as follows: 900 instructional hours in grades 1-3; 990 instructional hours in grades 4-9; and 1080 total hours in grades 10-12 (see attached form).
 - 2. Documentation of home-based instruction for each course of study (see attached form).
 - 3. Grade level on standardized achievement tests or other criterion tests.
- E. District Placement Test in Grade 9-12
Beginning in the 1997-98 school year, students requesting placement in grades 9-12 shall successfully pass a placement exam, demonstrating basic skills competence.
- F. The principal of the enrolling school shall determine the appropriate grade and course level placement of the home-based instruction student through any of the following means:
 - 1. Assessment chronological age and social-development level; or
 - 2. Administration of a standardized test (e.g. Washington State Assessment System, Curriculum Frameworks Assessment System) or other District assessment measures; and/or
 - 3. Review of home-based instruction course work and assessments aligned to West Valley and state essential learnings and academic standards.

Acceptance of course work completed while a student is receiving home-based instruction for high school credit shall be determined by the building principal.

In order to receive a diploma through West Valley High School, using home-based instruction credits, a student must be enrolled full time for all three trimesters of their senior year successfully meeting all graduation requirements. The decision to grant a diploma shall be based on student attainment of the District essential learnings established for each course and school Board policy. (see West Valley School District High School Graduation Requirements, Policy #2410 and #2410P).

Any parent who is aggrieved by the placement or credit decision of the principal may register their concern in writing, following the District grievance procedure.

G. Information Requested From Parents

1. Declaration of Intent to provide home-based instruction form filed.
2. Parent records of standardized tests or academic progress assessments given annually, attendance, (hours, days) of home-based instruction.
3. Name, certificate number, address, and telephone number of certified teacher supervising home-based instruction, if applicable.
4. Records of last school of attendance, if applicable.
5. Parent must submit a written application to the principal of the resident school requesting admission to the school District from a home-based instruction program. The application must include the grade level placement requested and specific courses to be evaluated. Please include copies and documentation of program hours of instruction and course descriptions (see form), essential learnings, and annual assessment of progress.

H. Request for Part-Time Attendance

Parent must submit a written application to the principal of the resident school.

I. Ancillary Services

Parent must submit a written application to the principal of the resident school.

J. Sports Eligibility

To determine eligibility, a home-based instruction student must

1. live within the school District boundaries;
2. he/she must produce an official transcript showing the student has satisfactorily completed four academic courses in the last trimester; and
3. meet all other school requirements for eligibility.
- 4.

K. Grade Point Averages

A special notation will be made on transcripts for credits received through home-based instruction. All credits will be evaluated on a pass/fail basis.

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