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

Suggested procedures are as follows:

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. (Maintain a log which reflects the effort that the district has made to conduct such a meeting.)

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.

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 the parents wish to enroll the child for off-campus instruction (WAC 392-121-181), develop an agreement for each subject which provides for:

   1. The objective(s) of the program;
   2. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
   3. A schedule of the duration of the program, including beginning and ending dates within the school year;
   4. 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
   5. A description of intervention techniques and criteria for their use.

G. 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.

H. 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.

I. Claim student as "enrolled" for purposes of state financial support.