

STUDENTS

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

Suggested procedures are as follows:

- A. Distribute Port Townsend School District requirements and supplementary application to interested parents/guardians upon request.
- B. Meet with parent/guardian to review supplementary application and determine if parent/guardian 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/guardian's responsibility in providing home-based instruction including instructional time, subject matter, testing and student records.
- D. If a parent/guardian determines that supervision by a certificated teacher is necessary to satisfy qualifications to provide home-based instruction, inform the parent/guardian that they are expected to select and pay for such supervision. The district will, if requested, assist the parent/guardian in securing instructional materials, provided that the parent/guardian will bear the cost of such materials.
- E. Advise the parent/guardian of their rights to enroll a student for part-time instruction and/or to receive ancillary services.
- F. If the parents/guardians wish to enroll the child for off-campus instruction (WAC 392-121-182), 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/guardian and student (verification by signature of parent/guardian), 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/guardian and student typical schedule: four (4) hours/month with parent/guardian and student; four (4) hours/month with classroom teacher.
- I. Claim student as "enrolled" for purposes of state financial support.

Date: 11/14/85; 11/17/88; 7/26/99; 10/28/02; 5/23/05; 4/20/23