

STUDENTS**Home-Based, and Off-campus Students Enrolled in District Programs for Ancillary Services****1.0 Ancillary Services and/or Instruction**

- 1.1 Students legally residing in the Pullman School District and who are attending a private school, work-training program, or home-based instruction are entitled to attend the schools of the District within their attendance area tuition free. However, all private, non-public, and home-based students enrolled in District classes will pay the routine fees established for each class in accordance with the provisions of Policy and Procedure 3520.
- 1.2 Students may enroll in District classes currently in operation for which space is available and for which no comparable class is offered in the private school. In no event shall the expense incurred by the part-time students exceed the reimbursement made to the District by the state for this purpose.
- 1.3 Requests for ancillary attendance must be made in writing to the principal of the school by the student/parent/guardian.
- 1.4 The application of an ancillary student who otherwise attends a private school must certify that:
 - 1.4.1 The student is a private school student; and
 - 1.4.2 The course and/or ancillary service for which enrollment is requested is not available at the private school of attendance.
- 1.5 Transportation between ancillary student's private school and the District school in which he/she is enrolled will not be provided at District expense except that:
 - 1.5.1 Transportation for field trips and special events may be provided; and
 - 1.5.2 Transportation for which provision is required to fulfill a condition for the receipt of federal funds may be provided.
- 1.6 The District may, if requested, loan District-approved textbooks routinely assigned to individual students regularly enrolled. Textbooks may be obtained by contacting the appropriate school in the area where the student resides. It is the responsibility of the parent/guardian to return the textbook(s) in satisfactory condition at the end of each school year or when the student re-enters school, whichever occurs first. District-derived damage and/or placement fees will be imposed as appropriate.

2.0 Home-Based Instruction

Parents/guardians must file a Declaration of Intent that he or she is planning to cause his or her child to receive home-based instruction with the superintendent by September 15th of the school year or within two weeks of the beginning of any school term.

- 2.1 All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, and place in the provision or evaluation of home-based instruction shall be the responsibility of the parent. Failure of a parent to comply with the standards as specified in Chapter 28A.200 RCW will constitute a violation of the compulsory attendance law.
- 2.2 To enroll a student in the Pullman School District after attendance in home-based instruction, the parent/guardian, as required by law will:
 - 2.2.1 Provide the most recent Declaration of Intent that was used to qualify the student to be home schooled;

- 2.2.2 Meet with staff to arrange for placement testing, if necessary, to determine grade placement;
- 2.2.3 Provide complete, current immunization records; and
- 2.2.4 Provide records from their last school of attendance, when applicable.

Grade level score on standardized achievement tests administered by District staff and review of a student's records will be used to determine placement. The superintendent/designee will have final authority on appropriate grade and course-level placement.

Probationary placement may be made until student performance level is verified.

A special notation will be made on transcripts for classes waived and credits granted through the entry assessment process. The waivers and credits will be entered.

In order to receive a high school diploma from Pullman School District using class waivers and credits earned with the entry assessment process, a student must: be enrolled full time (six classes) for both semesters prior to graduating; successfully complete that year with passing grades; meet local District graduation requirements.

3.0 Part-time Home-based and Off-campus Students

- 3.1 Parents planning home-based or Off-campus Instruction are to submit application Form 3114F to superintendent's office for evaluation of criteria. The superintendent will determine criteria appropriateness of the application. Students pursuing part-time Home Based or Off-Campus Instruction for high school credit must be enrolled in at least five (5) high school on-campus courses (Running Start equivalent). Up to three (3) credits may be applied to the student's transcript for home-based and/or Off-campus Instruction (2410 and 2410P)
- 3.2 Parents wishing to enroll a student for off-campus instruction and have it counted as a course of study must have such course of study approved by the Curriculum Advisory Committee (CAC). An agreement for each subject must be developed which provides for:
 - 3.2.1 The objective(s) of the program;
 - 3.2.2 The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
 - 3.2.3 A schedule of the duration of the program, including beginning and ending dates within the school year;
 - 3.2.4 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;
 - 3.2.5 A description of intervention techniques and criteria for their use WAC 392-121-181;
 - 3.2.6 Recommendation from the principals; and
 - 3.2.7 Proper documentation of the written plan and a log of activities and contacts.