

Procedures for Home-School Program

The district administration shall be guided by the following procedures to implement policies and state statutes pertaining to home-school education programs and students.

1. The first year and each year thereafter, 14 days before beginning the program, the parent/guardian of a resident student who is to be educated in a home school program must submit to the superintendent's office in writing, on a form provided by the district, the name, age, place of residence, information pertaining to the student's program of studies, hours of instruction, and proposed method of evaluation.

a. This information - along with the results of the student's formal evaluation - will be reviewed annually by the superintendent's office or a counselor or principal of each appropriate school.

b. Parents must to ensure that each student in a home-school program shall be evaluated when the student is in the third, fifth, seventh, ninth and eleventh grades. The student's academic progress shall be assessed either by giving a nationally standardized achievement test or by submitting an evaluation of the student conducted by a qualified person as defined in state law.

c. If the student's composite score on the test is above the 13th percentile, the student shall continue to be eligible for the home-school educational program. If the score is at or below the 13th percentile, the parent/guardian shall be given the opportunity to have the student retested using an alternate version of the same test or a different nationally standardized test selected by the parent/guardian from a list supplied by the State Board of Education.

d. If the evaluation conducted by a qualified person indicates that the student is making sufficient academic progress according to ability, the student shall continue to be exempt from compulsory attendance.

e. If the composite score on a retest continues to be at or below the 13th percentile or if the evaluation conducted by a qualified person indicates that the student is not making sufficient academic progress, the district shall support the parent/guardian in enrolling the student in a district school or another educational program accredited by the state of Colorado.

2. A record of each student on an approved home-school program will be maintained in the superintendent's office.

3. The parent/guardian of the student is required to maintain a permanent record which includes - but is not limited to - the student's attendance and immunization records and test and/or evaluation results. This record must be made available to the school district if and when the parent/guardian wishes to enroll the student in the district's regular educational program. Placement in grades Kindergarten through two will be by age provided all other academic records are complete and appropriate.

4. If such enrollment for grades three through twelve occurs following at least one semester of home-school instruction, the district shall assess the student's proficiency level in the adopted content standards for the purpose of placing the child in the proper grade and/or the awarding of high school credit if applicable. Testing and/or a body of evidence indicating completed course work will be used to determine such placement or credit.

a. At the high school level a transcript of credit from an accredited program of studies may be substituted for the testing required for placement. However, the school may decide to test the student to verify the accuracy of these transcripts, using Math and Reading Levels Tests (MAP) and the local district writing sample with the previous years prompt. The school may reject any transcripts that cannot be verified through such testing.

b. At the middle school level all returning students will be assessed using Math and Reading Levels Tests (MAP) and the local district writing sample with the previous years prompt.

c. In grades three through five placements will be determined by age, but the Reading Levels Tests (MAP) will also be administered for teacher informational purposes.

d. Tests will be scheduled and given by site. The test administrator at each site will be determined by the building principal. Interpretation of the test results will be the responsibility of building principal or designee. The decision on grade placement and/or the awarding of credit shall be made by the building principal, with input from the counselor and staff at the appropriate grade level as requested.

5. A resident student previously approved for home-school instruction may apply to the appropriate secondary principal for participation in the district's regular education program on a part-time basis. Elementary school students, grades 1-5, will not be eligible for part-time status. At the secondary level a home-school or private school student may register for regularly scheduled classes, but must register for a minimum of two fulltime classes per semester. Approval will be granted by the building principal on a space-available basis only.

If the home-school student is accepted on a part-time basis, all school rules and policies pertaining to student behavior and attendance will be applied as they are for full-time students. No full-time regular education resident student shall be displaced from his/her program due to the attendance of a home school student on a part-time basis.

6. A resident child who is participating in an approved home-school program may participate in any district extra-curricular and interscholastic activity offered to students at the comparable grade level. Such a child must abide by all district and state eligibility requirements for participation in the sport or activity except that pertaining to attendance in school. The student will not be permitted to participate if declared academically ineligible to participate in interscholastic activities while a public school student within the past two years. All school rules which apply to regular students participating in the activity will apply in the same manner to a home-school participant. In addition, in order to satisfy the athletic eligibility requirements at the middle school and high school levels,

home-school students will be required to submit a weekly log detailing appropriate instruction and academic progress to the building athletic director.

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