

## **Part-Time, Home-Based or Off-Campus Students**

A part-time student is a student who is enrolled in the Issaquah School District for any amount of time less than a 1.0 FTE. This includes students who are receiving home-based instruction, students who are enrolled in an approved private school, students involved in an approved work training program or contract-based ALE students.

### A. Home-based students

1. Distribute letter of intent and district-developed supplementary application to interested parents upon request.
2. 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.
3. Advise the parent of their rights to enroll a student for part-time instruction and/or to receive ancillary services.

### B. Private school students

Private school students who are eligible for full-time enrollment in the Issaquah School District are permitted to enroll and receive ancillary and/or IEP services if such courses or services are not available in the student's private school.

### C. Off campus

Part-time off campus students include, but are not limited to, those in an approved work training program or contract-based ALE students.

#### Alternative Learning Experience (ALE)

1. Meet with parent to review supplementary application and determine if parent wishes to enter into off-campus program agreement with the school district.
2. 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:
  - a. The objective(s) of the program;
  - b. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
  - c. A schedule of the duration of the program, including beginning and ending dates within the school year;
  - d. 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
  - e. A description of intervention techniques and criteria for their use.
3. The school will 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.
4. The school will 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.

All part-time students enrolled in the above noted activities will be claimed as "enrolled" for purposes of state financial support.

**Date: 03.07.11**