

HOME-BASED INSTRUCTION

The following areas are explained in this document:

1. Parent qualification criteria
2. Total program hours required
3. Failure to comply with the law
4. Duties required by the law
5. Use of district materials
6. Part-time attendance and ancillary services
7. Participation in district achievement testing
8. Procedures for re-entering Issaquah schools
9. Credit and diploma issues for high school students
10. Signing of the Annual Declaration

Requests for information regarding home-based instruction can be directed to Betsy Hernandez, Teaching & Learning Services.

1. **Parent Qualification Criteria:** A parent must meet one of the following criteria in order to qualify for home-based instruction:
 - A. The parent is instructing his or her child (ren) only and is supervised by a person certificated under Chapter 28A.70 RCW: The supervision consists of and includes a planning of objectives by the certificated person and the parent, a minimum each month of an average of one contact hour per week with the child being supervised by the certificated person, and evaluation of such child's progress by the certificated person. The number of children supervised by the certificated person shall not exceed thirty.
 - B. The parent is instructing his or her child (ren) only and has either earned forty-five college-level quarter credit hours or the equivalent in semester hours or has completed a course in home-based instruction at a postsecondary institution or a vocational-technical institute.
 - C. A parent who is deemed sufficiently qualified to provide home-based instruction by the superintendent of the local school district in which the child resides.
2. **Areas of Instruction and Total Program Hours:** Home-based instruction shall consist of instructional and related educational activities including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation for art and music. The amount of hours of instruction must meet the following minimum hourly requirements per grade level established for approved private schools:

RCW 28A.150.220 defines the total annual program hours as being:

Kindergarten	At least a total of 450 hours.
Grades 1 through 12	An annual average total of 1,000 hours.

3. **Failure to Comply with the Law:** Public school officials are required to report cases of noncompliance to the person designated within the district as the enforcement officer of the truancy laws as stated in Chapter 28A.27 RCW.
4. **Duties of Parents:** Each parent of a home-based instructed student must:
 - A. Annually file a signed *Declaration of Intent* that he or she is planning to cause his or her child to receive home-based instruction;
 - B. Ensure that test scores or annual academic progress assessments and immunization records, together with any other records that are kept relating to the instructional and educational activities provided, are forwarded to any other public or private school to which the child transfers, and;
 - C. Ensure that a standardized achievement test approved by the State Board of Education is administered annually to the child by a qualified individual or that an annual assessment of the student's academic progress is written by a certificated person who is currently working in the field of education. If the student is at a grade level in which all district students are tested, the student may take the test within an appropriate classroom. The standardized test administered, or the annual academic progress assessment written, shall be made a part of the child's permanent records. If, as a result of the annual test or assessment, it is determined that the child is not making reasonable progress consistent with his or her age or stage of development, the parent shall make a good faith effort to remedy any deficiency.

Other than those items specifically required by the statute, all decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, methods, timing and place in the provision or evaluation of home-based instruction shall be the responsibility of the parent.

5. **Use of District Materials:** Parents may receive copies of district-adopted curriculum, goals and objectives from the Issaquah School District website. If extras are available at the school, parents may borrow district-adopted instructional materials from the school that their children would attend. Due to enrollment, it is possible instructional materials will not be available, especially at the elementary levels. If you would like to borrow materials, it is your responsibility as the parent or guardian to check availability of those materials with your neighborhood school. If materials are available, a deposit is required. When you have finished using the materials, please return them to the school with your receipt for the deposit to receive a refund of the deposit amount. A portion of the deposit may be withheld for damaged materials.
6. **Right to Part Time Attendance and Ancillary Services:** Students enrolled in home-based instruction may enroll in any course and/or ancillary service offered at the school that the student would attend if in public school. Ancillary services include such options as co-curricular activities, psychological services, remedial instruction, and health screening. A home-based student may use school district transportation at normal times and at the designated route stops. To arrange part-time attendance or provisions for ancillary services, the parent will contact the principal or appropriate school district administrator.
7. **Participation in District Achievement Testing:** Standardized achievement tests are given to all district students in grades K-9 in the spring. If a home-based parent chooses for their child to participate, the school will assign the child to an appropriate classroom. The

testing generally extends over several days for part of each day. It will be the parent's responsibility to assure that the child is present at all of the testing sessions. Results will be mailed to the parent when they become available. The Puget Sound Educational Service District offers testing services in the spring to homeschooling students. There is a charge for these services (co-op fee membership). Parents interested can call the director of evaluation and assessment at Puget Sound Educational Service in Seattle at 206-439-6915.

8. **Re-entering Issaquah School District:** The parent will register the student at the appropriate school, notifying the principal/counselor that the child has previously been enrolled in home-based instruction. The parent will present to the principal/counselor the annual achievement test scores or assessment and required health records (as specified in #4). If the achievement test or assessment results indicate satisfactory performance, the student will be placed at the age-appropriate grade level K-8. To determine placement in high school courses, the counselor will review the student's previous learning experiences and desired course placement. The counselor will confer as appropriate with the teachers of courses in which the student desires placement. If academic achievement levels appear unsatisfactory, the decision on grade level placement and/or need for further testing will be made by the Guidance Team. If there are any concerns about the appropriateness of placement following the placement of the student in a class or course, the teacher will refer the matter to the Guidance Team for review.

9. **Graduation from Issaquah Public Schools:** To earn credit for high school courses, students must submit transcripts of course work completed at approved public or approved private schools, including correspondence courses offered from approved private schools, and/or by fulfilling the requirements for Private Learning Experiences (policy and procedure #2410). A private learning experience is for a specialized course of study not available in district schools or through an approved correspondence program. Diplomas will be issued to students who meet the course and credit requirements of the district.

10. **Signing the Annual Declaration:** The parent must complete and submit the *Annual Declaration of Intent to Provide Home-Based Instruction* by September 15th or within two weeks of the beginning of any quarter, trimester or semester. The form will be received by the Secretary of Teaching & Learning Services.

Responsibilities of the district will be limited to providing information about requirements of the law, receiving a declaration of a parent's intent to provide home-based instruction, providing instruction and ancillary services as they would be provided to private school students, reporting cases of noncompliance with the law and determining student's placement if they enroll in the district.