

## **HOME-BASED EDUCATION**

In accordance with Colorado law, a parent or guardian of a student below the age of 16 who wants to establish a home-based educational program for that child shall comply with the procedures listed below:

1. Prior to registering the student, the parent should select a curriculum appropriate to the needs of the child.
2. If registering the student before September 1, the parent/guardian must notify the district's Home School Administrator or designee in writing and fill out the Application for Home School available from the District Outreach Office. Parents must reapply annually.
3. If registering the student on or after September 1 (i.e., withdrawing the student from school to teach at home), the parent/guardian must fill out the Home School Request Form available from the school or the District Outreach Office and turn it in at least 14 days before starting home-based schooling. The student cannot be withdrawn from school until this registration is completed. Parents must reapply each year thereafter as long as the program is maintained.
4. If the student proposed for enrollment has been declared habitually truant at any time during the last six months of his/her attendance at public school, the parent/guardian must also submit a written description of the curricula to be used in the program. This must be approved by the Home School Administrator or designee.
5. The parent/guardian must certify in writing the name, age, place of residence and number of hours of attendance of each child enrolled in the program.
6. The parent/guardian must maintain permanent records for each child enrolled in the program. These shall include, but need not be limited to, attendance data, test and evaluation results, and immunization records.
7. Each student enrolled in the home-based educational program must be given a nationally standardized achievement test upon reaching grades three, five, seven, nine and eleven, or have his/her academic progress evaluated by a qualified person. The parent/guardian shall submit the results to the Home School Administrator or to an independent or parochial school within the state. If the parent/guardian chooses an independent or parochial school, the Home School Administrator must be given the name of the school.
8. If the student's composite score on the test is above the 13th percentile, or the evaluation indicates that the student is making sufficient academic progress according to his/her ability, the student shall continue to be eligible for the home-based 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.
9. If the student's composite score on a retest continues to be at or below the 13th percentile, the district shall take steps to require the parent/guardian to enroll the student in a public, independent or parochial school.

Students who reside in the district and are registered for and receiving home instruction may apply for enrollment in classes offered by the district schools. Acceptance will be determined by the district on a space-available basis.

Parents who wish to use this option should request information and follow timelines for pre-registration at their selected school. To be eligible to participate in classes offered by the district, home instruction students shall be enrolled and attending school during the attendance entitlement counting period for at least 90 hours per semester.

More detailed information is included in the Home School Helper (IHBG-E), available from the Home School Administrator at the district administration building.

Adopted December 8, 1993; Revised December 6, 1995; Revised March 15, 2000; Revised September 18, 2002; Revised March 15, 2006