

**CODE F23**  
**(Mandatory)<sup>i</sup>**

***PARTICIPATION OF HOME STUDY STUDENTS***

**Policy**

It is the policy of the Chittenden South Supervisory Union and its member school districts (Charlotte, Hinesburg, Shelburne, Williston, and Champlain Valley Union) to comply with the requirements of state law by allowing home study students to participate in courses, programs, activities, and services and use of school educational materials and equipment.

The superintendent will develop administrative procedures that comply with state law and regulations, including rules promulgated by the Vermont State Board of Education as necessary to implement this policy.

**General Guidelines for Home Study Student Participation**

In the event these guidelines or school procedures conflict with current state law or regulations, the state law or regulation shall prevail.

**Compliance with Procedures:** All students will comply with the application and enrollment deadlines as well as all legal and policy requirements such as residency, immunization and the provision of student information including health records, emergency contacts and other necessary background information outlined in the administrative procedures.

All students must abide by rules of conduct and other conditions set forth in the student handbook, school policies and procedures.

**Supervision of Students:** School personnel are responsible for supervising students during their approved participation in school sponsored activities. Parents of home study students must provide supervision for their children when they are at school but not participating formally in school activities.

**Transportation:** Home study students may participate in the regular school transportation arrangements to attend school programs in which they are enrolled. The school will not supply special transportation except as provided for in law.

**Participation of Home Study Students in Programs and Activities Shall Be Subject to the Following Conditions:**

1. Home study students must supply to the school a copy of their formal home study enrollment notification from the Commissioner of Education;

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2. All students are subject to the same age, performance, and prerequisite standards for admission to courses and co-curricular activities;
3. Home study students seeking admission to courses requiring prerequisites will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. The teacher, guidance counselor and/or the principal(s) will discuss alternative ways to demonstrate achievement with the parents of home study students. Final determination of a student's qualifications to enroll in a course requiring prerequisites will be made by the teacher, guidance counselor and/or the principal(s);
4. Students may not enroll for single subjects that are taught as part of integrated courses - those courses that cover two or more subjects and are taught by a single individual or team – however, they may seek admission to the integrated course;
5. Participation in athletic and other co-curricular programs and activities will be in compliance with the school's eligibility requirements as well as with the guidelines adopted by the Vermont Principals Association;
6. It may be neither practical nor feasible for home study students to participate in special programs that have unclear or flexible schedules. The parents of home study students must take the initiative to check with the school on the scheduling of events and possible changes that may occur;
7. The parents of home study students may be asked to provide supervision for some activities on the same basis as the parents of fully enrolled students;
8. Home study students may participate in the school's standardized testing program at the regularly scheduled times after giving appropriate notice to the school as outlined in the administrative procedures.

**Use of Facilities, Equipment and Materials by Home Study Students Is Subject to the Following Conditions:**

1. The use by home study students does not interrupt or disrupt regularly scheduled uses;
2. Request for use has been made and approved according to the administrative procedures that apply to all requests for such use;
3. The use does not involve removal of equipment from the school premises except as explicitly allowed;

4. Library books and other materials are signed out according to established procedures and are subject to replacement or fines for damage or loss as defined in the administrative procedures.

### **School Administration**

1. The principal(s) or his/her designee is responsible for administering this policy and for all decisions made under the direction of this policy. The principal(s) will act on all requests within 10 working days of receiving the request.
2. In cases where applications for enrollment exceed capacity, selection of participants among all interested students for enrollment in curricular and co-curricular activities will be determined by using the following criteria, in the following order:

#### Curricular Activities:

- a. Graduation of the student is dependent upon completion of the course, and/or
- b. In the absence of other prevailing factors, enrollment will be determined by either lottery or first-come, first-served processes

#### Co-Curricular Activities:

Selection and eligibility will be as provided under the Board's policy on Co-Curricular Activities and applicable regulations and requirements of state law, the state board and the Vermont Principals Association.

### **Appeals Process**

Should a parent disagree or have concerns with the principal's decision, an appeal may be made to:

Superintendent of Schools  
Chittenden South Supervisory Union  
5420 Shelburne Road, Suite 300  
Shelburne, VT 05482  
Telephone 802-383-1234

Within 10 working days of receiving an appeal, the Superintendent shall meet with the parent(s) and make a decision on the appeal in a prompt fashion. A final appeal of the Superintendent's decision may be made to the School District School Board which will schedule a timely hearing and render a final decision within ten working days of the hearing date.

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	<b>Date Warned</b>	<b>Date Adopted</b>
Chittenden South Supervisory Union	5/2/2008	5/28/08
Champlain Valley Union School District	5/2/2008	6/9/08
Charlotte School District	5/28/08	8/12/08
Hinesburg School District	5/2/2008	6/19/08
Shelburne School District	5/2/2008	6/26/08
Williston School District	5/2/2008	6/11/08

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*Legal Reference(s):* 16 V.S.A. 563 (24) (Powers of school boards)  
Vermont State Board of Education Manual of Rules & Practices §§4400, 9200.3.1, 2367  
20 U.S.C. §§1400 et seq. (IDEA)  
34 C.F.R. §§ 300.450-2, 76.650-662

*Cross Reference:* Policy Dissemination, Administration & Review (A3)  
Co-Curricular Activities (F13)

<sup>i</sup> 16 V.S.A. 563(24). School boards are required to "... adopt a policy which, in accordance with rules adopted by the state board of education, will integrate home study students into its schools through enrollment in courses, participation in co-curricular and co-curricular activities and use of facilities." See also SBE Rules 4400-4405.