

## Part-time, Home-based or Off-campus Students

Generally it is expected that all students attending Bellevue School District will be enrolled as a full-time students, unless the student is a private school student seeking a course of instruction and/or ancillary service not provided by their private school, or a student who is receiving home-based instruction under RCW 28A.225.010 and is seeking a course of instruction and/or ancillary services, or student is receiving home hospital services, or part-time enrollment is used as a truancy intervention, or is enrolled in Running Start. The Bellevue School District does not accept part-time students on an inter-district transfer.

Ancillary service is defined to include counseling, testing, remedial instruction, communication disorders services, physical and occupational therapy, health services, psychological services, tutorial services such as home instruction for the physically disabled and sports activities.

Course is defined as any instructional curricular service or activity in which preschool through twelfth grade students are enrolled in by the District.

The following procedure will be used in the Bellevue School District.

- A. Parents must request the instruction or services by filling out the Request for Part-time Enrollment form (Procedure 3114P-Exhibit A) each school year. The form can be obtained from student placement or on-line.
- B. Approval to enroll the student in class or to provide ancillary service to the student will be given by Supervisor of Pupil Management and the form will be given to the attendance area school and Special Education Department (if applicable) to work out the details.
- C. Any student approved for part-time enrollment is expected to attend the instructional course or ancillary service as a full-time student would.
- D. Part-time students are expected to prove residency and fill out the same registration paperwork as a full-time student.
- E. The Bellevue School District does not have an obligation to serve students who reside outside of the Bellevue School district and therefore does not accept part-time students on an inter-district transfer. Inter-district cooperative agreements may be arranged to serve such students who have a disabling condition.
- F. All instruction and services must take place in the attendance area school and at public-school facilities. Transporting the student is the responsibility of the parent, except in the case of students receiving special education transportation as determined by the student's IEP.
- G. It is the responsibility of the principal or administrator of the service provided to report to the Financial Services and Operations office prior to the student beginning courses and/or ancillary services or any changes in service/courses during the year the following information.
  1. Name of School
  2. Name of Student
  3. Student ID Number
  4. Grade of Student

5. Number of hours per-week student is attending or receiving services
6. First day of part-time enrollment

If the Student Information System contains the information above, that will be sufficient to meet the above requirement. Otherwise e-mail contact will need to be made.

- H. Ancillary services will generally be provided at the District school serving the student's residence. Ancillary services or classes shall be provided at the same level and quality as that provided for all other students enrolled in the school; i.e., if a waiting list is used, the student's name would be added; if enough requests come in to start a new class, a class shall be started if such a class would have been started with sufficient regular students.
- I. Private school students may request to enroll in any course or ancillary service not provided by the private school where they are enrolled.
- J. Home-based instruction (homeschooled) students are permitted to enroll as a part-time student up to the following amounts of time
- |              |  |
|--------------|--|
| Grade K:     | Less than 10 hours per week.                       |
| Grades 1-3:  | Less than 20 hours per week                        |
| Grades 4-5:  | Less than 25 hours per week                        |
| Grades 6-12: | Five periods a day and less than 25 hours per week |

**Date: 9.14**