

SOUTH BURLINGTON SCHOOL DISTRICT

**PARTICIPATION OF HOME STUDY STUDENTS IN SCHOOL DISTRICT
PROGRAMS AND ACTIVITIES
ADMINISTRATIVE PROCEDURES**

ADMINISTRATIVE PROCEDURES

In response to a request for a home study student to participate in courses, programs, activities, services, and use of school educational materials, equipment, and facilities the appropriate school principal or designee shall:

- 1) Provide the applicant with the attached Home Study Support Request form to clearly define the nature of the support or access to school services that is desired.
- 2) Ensure that all related procedures, deadlines, and standards that apply to full-time students shall apply to home study students.
- 3) Discuss the request with the applicant, should further clarification be required, subsequent to submission of the Home Study Support Request form.
- 4) Make a determination regarding the request that is consistent with policy as it applies to all full-time students.
- 5) Ensure that enrollment in academic classes is based on the registration process as applies to all full-time students. Driver Education represents an exception in which full-time students will be given priority.
- 6) Ensure that a student has a fully approved home study program in order to be eligible for participation in co-curricular or extra curricular activities under the same guidelines as all full-time students.
- 7) Ensure that appropriate support is provided should the request be granted or shall complete the attached Vermont Department of Education form should a request for participation in co-curricular or extra-curricular activities be denied.
- 8) Provide the opportunity for appeal within five school days should a request be denied. Such appeal should be directed to the superintendent in written form. The superintendent shall respond, in writing, to such appeal within ten school days. Should the superintendent support the principal's denial of the request, the applicant may appeal, in writing, to the school board within five school days. The board shall consider the matter and render a decision in writing, within ten school days.
- 9) Issue information on home schooling and home schooling procedures upon request.

**SOUTH BURLINGTON SCHOOL DISTRICT
HOME STUDY SUPPORT REQUEST FORM**

Date: _____

Student Name: _____

Date of Birth: _____

Parent Guardian: _____

Street Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ email address: _____

Specific Support Request:

Location of Service: _____

Frequency, Time, and Dates of Service Being Requested:

School supplies, materials, equipment, texts, audio-visual materials, technology, et cetera included in this request:

Transportation

If the student is enrolling in classes, what specific drop off and pick up provisions are planned?

What contingency plan exists should normal drop off and pick up connections are not possible?

How will communications occur between home and school concerning changes of schedules, *et cetera*?

If the home study student is enrolling in class, during what specific intervals is the school providing supervision and at what intervals will the home study sponsor provide supervision?

Who is the home study contact person for purposes of this request?

Should this request be for access to existing classes or programs, is the applicant aware that all state and school regulations apply, including those related to immunization, school rules, attendance, and responsibility for damages? _____

Is there other relevant information regarding this request? If so, please elaborate: _____

Signature of Applicant: _____ Date: _____



Determination of Principal with comments, if necessary:

- Approved
- Approved with modifications including:

- Denied (reason)

Principal's Signature _____ Date: _____

If a request for a student's participation in a co-curricular or extra-curricular activity is denied, the principal must complete the Vermont Department of Education denial form in accordance with Education Rule 4404.4.

**STATE OF VERMONT
DEPARTMENT OF EDUCATION**

**DENIAL OF A HOME STUDY STUDENT'S REQUEST
FOR PARTICIPATION IN A
CO-CURRICULAR OR EXTRA-CURRICULAR ACTIVITY**

Statutory Authority: 16 V.S.A. §563(24)
State Board of Education Rule: 4404.4

Date: _____

Supervisory Union: _____

School: _____

Principal: _____

Name of Student Requesting Participation: _____

Address of Student: _____

Name of Parent/Guardian of Student: _____

Activity Requested: _____

Date of Request: _____

Date of Denial: _____

Reason for Denial: _____

Please mail this form to: Karen Agnew or Julie Kuk
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

January 23, 2007