



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Exclusion and Exemptions from School Attendance (Home-Based Education) Procedure
Policy Number:	JHD-R-TCA
Original Date:	02/25/2015
Last Reviewed:	05/18/2021
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

## **INTRODUCTION**

The Cottage School Program at The Classical Academy (TCA) is a home-based education program for students in grades K-6.

A non-public home-based educational program must possess the following attributes, pursuant to Colorado statute:

- ❖ Present a sequential program of instruction;
- ❖ Take place in the home;
- ❖ Be provided by the child's parent or an adult relative designated by the parent;
- ❖ Include a minimum of 172 days of instruction averaging four instructional contact hours per day; and
- ❖ Include, but need not be limited to, instruction in reading, writing, speaking, mathematics, history, civics, literature, science, and instruction in the constitution of the United States.

Any parent establishing a non-public home-based educational program must provide written notice to the District 14 days prior to the establishment of such a program and every year thereafter that the program is maintained. The parent in charge and in control of a non-public home-based educational program shall certify, in writing, the name, age, place of residence, and number of hours of attendance of each child enrolled in the program. Such statements must be submitted to the District and/or TCA Cottage School administration.

## **RECORDS**

The records of each child participating in a non-public home-based educational program should be maintained on a permanent basis by the parent in charge and in control of the program. Such records shall include, but are not limited to, attendance data, test and evaluation results, and immunization records as required by Colorado statute. Such records shall be produced to the local school district or the Cottage School Program upon 14 days written notice, if the superintendent/Cottage School administration has probable cause to believe that the program is not in compliance with state law.

## **EVALUATION**

Each child residing in the district who is participating in a non-public home-based educational program shall be evaluated when he or she reaches grades 3 and 5 for the purpose of evaluating the student's educational progress. Evaluation shall be by means of a nationally standardized achievement test or, at the parent's option, by one of the following persons selected by the parent: a certificated/licensed public school teacher, a teacher employed by an independent or parochial school, a licensed psychologist, or a person with a graduate degree in education. In accordance with

State requirements, the Cottage School Program offers standardized testing for a fee. Or, parents may decline the standardized testing option, have the student formally evaluated or tested outside of the Cottage School Program, and submit results to the State.

Test or evaluation results shall be submitted to the Cottage School Program administration. Copies of test results will be placed in the student's cumulative file and a copy will be provided to the parents. If a student was evaluated or tested outside of the Cottage School Program instead, parents must provide a copy of the results for the student's file.

If the student is given a nationally standardized achievement test and the student's composite score is at or below the 13th percentile, the student shall be given the opportunity to be retested using an alternate version of the same test or a different nationally standardized achievement test selected by the parents from a list of tests supplied by the Colorado Department of Education. If the student's composite score on the retest is at or below the 13th percentile, the student shall be required to return to a public or private school until the next testing period.

### **EXTRACURRICULAR ACTIVITIES**

If a child is participating in a non-public home-based educational program, the child may participate on an equal basis in any extracurricular or interscholastic activity offered by the District, in accordance with ASD20 Policy IGDJ R and TCA Policy IGDJ-TCA-P1, provided the child:

1. Is in compliance with all laws governing non-public home-based educational programs;
2. Meets all eligibility requirements except for class attendance;
3. Has not been ruled academically ineligible to participate in extracurricular or interscholastic activities while a public school student within the last two years; and
4. Fulfills the same responsibilities and standards of behavior and performance, including classroom or practice requirements, expected of other participating students.

### **GRADE PLACEMENT**

Any child who has participated in a non-public home-based educational program and subsequently enrolls in the Cottage School Program may be tested to determine the appropriate grade level placement for the child. Any documentation presented by the parent of the child's progress in the non-public home-based educational program should also be considered. Grade placement is subject to the Age Cut-off policy for Kindergarten and 1st grade (*see TCA Policy JG-TCA*). The Cottage School Program administration shall determine the child's appropriate grade placement based on past enrollment, evaluation data, and other relevant information.

Requirements for graduation from a district high school can be met only by successful completion of required credits from the district or by transfer from other accredited schools.

This TCA Policy replaces ASD20 Policy JHD R.

### **Legal References**

C.R.S. § 22-33-104(2)(i)  
C.R.S. § 22-33-104.5  
C.R.S. § 22-33-107(1)  
C.R.S. §§ 25-4-901 through -903

### **Cross References**

ASD20 policy JHD: Exclusions and Exemptions from School Attendance (Home-Based Education)  
 ASD20 Policy IGDJ R: Assignment of Athletes to Schools for Participation  
 JG-TCA: Enrollment and Placement  
 IGDJ-TCA-P1: TCA College Pathways and Cottage School Program Athletic/Activities Participation  
 at TCA Traditional Full-Time Schools

**Policy Revision History**

Date	Revision Details	Revised By
2/25/2015	Reformatted policy into new template to replace District 20-JHD R policy. Completed annual review.	Registrar and CSP Principal
5/18/2021	Removed references to 7-8 <sup>th</sup> grade CSP. Updated grade placement age policy and replaced “principal” with “administration”. Added all appropriate legal and policy references.	Registrar