Home-Based School Information Packet
2019-20

Contact Information
Director of Student Support Services
Tom Ernst
307-253-3150
Natrona County School District #1
July 1, 2019

Dear Home School Parent/Guardian:

Please complete and return the following packet if you are choosing for your child to participate in home-based education. Along with the required annual registration form, this packet contains information related to state laws, the Hathaway Scholarship, participation in state assessments, federal grants, and the NCSD graduation requirements.

Natrona County School District’s Board Policy requires parents/guardians to submit a written plan of instruction before starting a program. If you have enrolled your student in a virtual school, such as Wyoming Virtual Academy or Wyoming Connections Academy, completion of this packet is not required.

State law requires each district to acknowledge receipt of parents’ plans to home school their children (State Law, Wyoming Education Codes Chapter 4, Article 1, Section 21-4-102,subsection (b)). While we check the parent’s intent to cover the subjects required by law, we do not review the proposed curriculum for quality, rigor, or alignment to national, state, and district standards. Our letter of acknowledgement should not be taken as approval of the curriculum as it is your right as a parent to choose the curriculum for your child.

If you have any questions, please feel free to contact me.

Sincerely,

Tom Ernst
Director of Student Support Services
21-4-101. Definitions.

a) For the purposes of this article:

   (i) “Unexcused absence” means the absence, as defined in the policies of the local board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child;

   (ii) “Habitual truant” means any child with five (5) or more unexcused absences in any one (1) school year;

   (iii) “Private school” is any nonpublic, elementary or secondary school providing a basic academic educational program for children and may include parochial and church or religious schools and home-based educational programs;

   (iv) “Parochial, church or religious school” is one operated under the auspices or control of a local church or religious congregation or a denomination established to promote and promulgate the commonly held religious doctrines of the group though it may also include basic academic subjects in its curriculum. Nothing contained in W.S. 21-4-102(b), 21-2-401 or 21-2-406 grants to the state of Wyoming or any of its officers, agencies or subdivisions any right or authority to control, manage, supervise or make any suggestions as to the control, management or supervision of any parochial, church or religious school which meets the requirements of W.S. 21-2-406(a);

   (v) A home-based educational program means a program of educational instruction provided to a child by the child’s parent or legal guardian or by a person designated by the parent or legal guardian. An instructional program provided to more than one (1) family unit does not constitute a home-based educational program;

   (vi) “Basic academic educational program” is one that provides a sequentially progressive curriculum of fundamental instruction in reading, writing, mathematics, civics, history, literature and science. These curriculum requirements do not require any private school or home-based educational program to include in its curriculum any concept, topic or practice in conflict with its religious doctrines or to exclude from its curriculum any concept, topic or practice consistent with its religious doctrines.
21-4-102. When attendance required; exemptions; withdrawal.

a) Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that the board of trustees of each school district may exempt any child from the operation of this article when:

(i) The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice to guide it and support it in its decision;

(ii) The board feels that compulsory school attendance might work undue hardship. The board may conduct a hearing on issues pursuant to this paragraph by executive session; or

(iii) The child has been legally excluded from the regular schools pursuant to the provisions of W.S. 21-4-306.

(b) A home-based educational program shall meet the requirements of a basic academic educational program pursuant to W.S. 21-4-101(a)(vi). It shall be the responsibility of every person administering a home-based educational program to submit a curriculum to the local board of trustees each year showing that the program complies with the requirements of this subsection. Failure to submit a curriculum showing compliance is prima facie evidence that the home-based educational program does not meet the requirements of this article.

(c) In addition to subsection (a) of this section, the parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the district of enrolling that child in a different school district or in a private school or home-based educational program, shall meet in person with a school district counselor or administrator to provide the school district with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming national guard youth challenge program, as established by W.S. 19-9-701, for the sole purpose of recruitment into the Wyoming national guard youth challenge program.
NCSD #1 Requirements for a High School Diploma

These are the minimum requirements for any student to receive a high school diploma from any Wyoming school district's diploma policy. NCSD exceeds Wyoming's requirements for graduation standards (see the accompanying regulations and standard operating procedures for details).

Beginning with the class of 2018, an NCSD student must obtain 26.5 credits of high school equivalent course work. Coursework for the attainment of a high school diploma shall be aligned to the Wyoming Content and Performance standards.

The NCSD Board of Trustees established minimum subject requirements for courses approved at the equivalent level of grades 9-12:

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Credit(s)</th>
<th>Expectation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts (English)</td>
<td>4</td>
<td>1 &amp; 5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>1 &amp; 5</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>1, 2 &amp; 5</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>1, 3 &amp; 5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Civic Responsibility &amp; Financial Literacy</td>
<td>1</td>
<td>4 &amp; 5</td>
</tr>
<tr>
<td>Electives</td>
<td>10.5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26.5</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

Wyoming and NCSD Expectations
1) Meets Wyoming's minimum high school course expectations

2) Beginning with the class of 2019, three (3) school years of science, one (1) year of which may be a computer science course.

3) Three (3) school years of high school equivalent courses in social studies, including: History, American Government and Economic Systems and Institutions. In addition, students must also demonstrate the successful completion of an examination on the principles of the constitution of the United States and the state of Wyoming.

4) Civic Responsibility may be embedded into another subject. Civic Responsibility and Financial Literacy credit is based upon a curriculum that combines coursework and active experiences in leadership, community service, civility, civic engagement, and financial literacy.

5) NCSD expectation

All students who have met the credit and proficiency requirements will graduate with a diploma thus ending their public school experience while being under the age of 21. Prior to the granting of the diploma, the Board of Trustees, or designee, will receive the required documentation to certify that graduation requirements have been met. If a student wishes to graduate early (before completing the 12th grade), a letter from the parents, or from the student if (s)he is at least 18 years old, requesting
early graduation must be received by the principal. Students who accept their diplomas have met the credit proficiency requirements are not eligible to re-enroll in school.

However, students may elect to remain in school to acquire additional credits and proficiency until the age of 21.

Requirements for a High School Certificate
Students must have met the required 26.5 School Year Credits/Carnegie unit credits through passing classes, or through IEP substitutions.

Hathaway Scholarship Information

Please visit the following WDE websites listed below for information regarding the Hathaway scholarship and graduation requirements:
https://edu.wyoming.gov/beyond-the-classroom/college-career/scholarships/hathaway/
https://hathawayscholarship.org/hathaway-scholarship/homeschool/

Hathaway Scholarship Application Requirements for Students enrolled in Home-Based Education Programs:

- Home school graduates have until the age of 21 to apply for the Hathaway Scholarship.
- All students must have the ACT score results (and all relevant documentation for the award) provided to the school they plan to attend prior to the first day of the semester they wish to use the funds.
- Home school graduates must meet the Hathaway Scholarship curriculum requirements, but their GPA is not considered for the award.
- The ACT score and curriculum completed will determine eligibility level. The Hathaway Scholarship Coordinator at the eligible institution will need a transcript, ACT results and a completed Hathaway Scholarship application separate from the admissions application, to make an award determination.

Wyoming High School Activities Association

Please contact the Wyoming High School Activities Association (WHSAA) if your home school student(s) are interesting in participating in sanctioned activities. You can contact the WHSA office at 307-577-0614 for more information. They are located at 731 East 2nd Street in Casper, Wyoming
Basic Academic Education Program for Home-Based Education Form

1. Date:__________________________________                              Phone Number: __________________________

2. Parents or Guardians Names: ___________________________________________________________________

   Address: ___________________________________________________________________________________

   Mailing Address                                                                  City                State           Zip Code

   Street Address                                                                   City                State           Zip Code

3. CHILDREN OF COMPULSORY ATTENDANCE AGE (Age seven to sixteen or completion of tenth grade as defined by WY 21-4-102A) from your family who will participate in Home-Based Education Program:

<table>
<thead>
<tr>
<th>First and Last Name</th>
<th>Date of Birth</th>
<th>AGE</th>
<th>Grade Level</th>
<th>Public School Attendance Area</th>
<th>Program*</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Based on the guidelines provided in this packet, would your family be eligible to receive free and reduced lunch?

Yes___________             No___________

Please answer the following three questions:

1. What was the first language spoken by your child?

   English_____  Spanish_____  Russian_____  French_____  Chinese_____  Other___________________________

2. What languages are spoken in your home? (Check all that apply)

   English_____  Spanish_____  Russian_____  French_____  Chinese_____  Other___________________________

3. What languages are spoken or understood by your child? (Check all that apply)

   English_____  Spanish_____  Russian_____  French_____  Chinese_____  Other___________________________

*Please specify A, B, or C in the Program box above to indicate the type of academic program in which the child/children are involved:

A = Correspondence  
B = Curricula provided primarily by a single publisher or supplier  
C = Individually compiled or prepared curricula

4. Types of Programs

Program A: Correspondence or Satellite Schools

For children instructed at home by parents, guardians, or assigned tutors using the services of a correspondence or satellite school:

Name of School: ________________________________  Phone Number: ________________
**Program B: Single Publisher**
For children instructed at home by parents, guardians, or assigned tutors using a single publisher:

Name of Publisher: ____________________________________________  Phone Number: ________________
Address: ______________________________________________________________________________________
Name of Contact Person: _________________________________________________________________________

**Program C: Individually Compiled Curriculum**
For children instructed at home by parents, guardians, or assigned tutors using a basic course of study and curriculum materials designed and/or compiled by the parents, guardians, or tutors.

1. List major supplies of basic academic educational materials:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Name of Suppliers</th>
<th>Address of Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td></td>
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<tr>
<td>Writing</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Civics</td>
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<tr>
<td>History</td>
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<tr>
<td>Science</td>
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<tr>
<td>Literature</td>
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</tr>
</tbody>
</table>

2. Briefly describe your plans for providing an academic education that meets Wyoming standards for each child during the upcoming school year:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

The curriculum designated above will be taught by ____________________________________________ (Parent/Guardian, Other)

I hereby certify that the above basic academic program provides a sequentially progressive curriculum of fundamental instruction in reading, writing, mathematics, civics, history, science, and literature. I further certify that the above Home-based Education Program will include children from one family. Finally, I understand that completion of a Home-based Education Program does not entitle my child to receive a diploma from NCSD#1.

______________________________________________       ________________________________   ___________
Signature of Person Completing the Form                          Signature of Parent or Guardian            School Year

**Return form to:**
Director of Student Support Services
Natrona County School District #1
920 South Beverly
Casper, WY 82601
Natrona County School District #1 participates in state testing each school year in which Home-Based students in Natrona County may choose to participate.

The Wyoming Test of Proficiency and Progress (WY-TOPP) is an online adaptive test given in grades 3 - 10 for math. Students in grades 3-10 for English language arts with writing included in that assessment for grades 3, 5, 7, and 9. Grades 4, 8, and 10 students are also assessed in science. The science assessment is a fixed-form online assessment. Students in grade 11 take the ACT which is used to measure college and career readiness. Students in grades 11 and 12 are also eligible to take the optional ACT WorkKeys exam which measures work skills needed for career success across industries. It is an alternative test used to qualify for the Hathaway Provisional Opportunity Scholarship.

If you choose to participate in state testing, you must complete this form before January 1 in order to participate. The testing participation form will be turned into the Director of Support Services and forwarded to the Director of Research and Assessment. The Director of Research and Assessment will contact you prior to testing to notify you of the date, location, and contact person:

__________ Yes, I would like for my child/children to participate in the WY-TOPP or ACT or WorkKeys test. If you choose yes, please complete the table below with the specific information.

__________ No, I do not want my child/children to participate in the WY-TOPP or ACT or WorkKeys test.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Student’s Grade</th>
<th>State Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Please circle the assessment you would like your student to take this school year.)</td>
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<td>ACT - Grade 11</td>
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<td>ACT WorkKeys - Grades 11 &amp; 12 (Optional)</td>
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<td>WY-TOPP ELA - Grades 3-10</td>
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<td></td>
<td></td>
<td>WY-TOPP Math - Grades 3-10</td>
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<td></td>
<td></td>
<td>WY-TOPP Science - Grades 4, 8, &amp; 10</td>
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<td>ACT - Grade 11</td>
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<tr>
<td></td>
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<td></td>
<td>WY-TOPP Science - Grades 4, 8, &amp; 10</td>
</tr>
</tbody>
</table>

Return form to:
Director of Student Support Services
Natrona County School District #1
920 South Beverly
**Verification of Private School/Home-Based Participation in Federal Programs**  
**Natrona County School District #1**

Private/Home School: ____________________________________________________________

Address: _____________________________________________________________________________

Phone Number: ________________________  Number of Children: ____________________________

I am aware that the Education Department General Administrative Regulations 34 CFR 76.650-76.662 require that school districts provide students enrolled in private or home schools an opportunity for equitable participation. No funds can be paid directly to the private or homeschool. If we participate, we will keep such records and make such reports as may be required for program audit.

I have received information as to my desire to participate in the programs listed.  
Yes_____  No_____

I was given the opportunity to become involved in the systematic planning, design, and implementation of this project.  
Yes_____  No_____

I wish my school/child(ren) to participate in the following programs that I have checked:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Description</th>
<th>Check if Services are requested</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title I</strong></td>
<td>The purpose of Title I is to ensure that all children have a fair and equitable opportunity to obtain a high-quality education and to reach proficiency on state academic assessments. We provide financial assistance to schools with 40% and above of children who receive free or reduced lunch. Natrona County serves 8 schools with Title I funds. For more information, please contact Angela Hensley at 253-5445.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Title II</strong></td>
<td>This program funds staff-development for the District and for each of the District’s schools. For more information, please contact Marie Puryear at 253-5200.</td>
<td></td>
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<tr>
<td><strong>Title III</strong></td>
<td>This program currently funds the English Language Learners and immigrant students. For more information, please contact Mari Stoll at 253-5480.</td>
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<tr>
<td><strong>Perkins</strong></td>
<td>The Perkins program funds vocational programs in the secondary schools of the District. For more information, please contact James Cordonier at 253-5247.</td>
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</tr>
<tr>
<td><strong>IDEA Part B and IDEA Part B 61</strong></td>
<td>These monies supplement some of the District’s Special Education activities. For more information, please contact Ted Hansen at 253-5480.</td>
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</tbody>
</table>

Enter Name of NCSD #1 school where child(ren) will actually receive services: ____________________________________________________________

Signature of Private/Home School Official:  
The signature does not constitute an endorsement of the programs or projects being proposed.

Title: ___________________________  Date: __________________  Phone: __________________

Signature of NCSD #1 Federal Program Coordinator or Director if Parent Declined to Sign  
Date: ___________________________