



*“Sheridan County School District Number #2 Faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.”*

# Home-Based School Information Packet 2017-2018

(Including Wyoming High School Activities Association Information)

Pursuant to:  
District Board Policy IHBG  
State Law, Wyoming Education Codes  
Chapter 4, Article 1, Section 21-4-101, subsection (a) v and vi and Section 21-4-102, subsection  
(b) “home-based instructional program”

The form to complete annually, “Plan of Instruction for Home-Based Schooling,”  
is to be returned to:

Mitch Craft  
Assistant Superintendent for Curriculum and Assessment  
P.O. Box 919  
Sheridan, WY 82801  
(307) 674-7405, ext. 5104



**DATE:** July 1, 2017  
**TO:** Home-Based School Parents  
**FROM:** Mitch Craft, Assistant Superintendent for Curriculum & Assessment  
**RE:** Home-Based School Packet Overview

This packet contains district policy, state statute, administrative memoranda, and the required annual plan of instruction form. Please look over this information and submit the plan of instruction at your convenience. We hope this material is of value to you in your plan for home-based schooling.

If you have any questions or comments about this packet, please do not hesitate to call 674-7405, ext. 5104 or e-mail me at [mitch.craft@scsd2.com](mailto:mitch.craft@scsd2.com).



IHBG

### HOME SCHOOLING

Home-based educational programs are allowed in Wyoming pursuant to Wyoming Statute §21-4-101 and §21-4-102. Home-based educational programs are permissible for children ages 7 to 16 or those who have not yet completed the tenth grade.

Parents, guardians, or other persons legally responsible for a child residing within the District that desire to educate that child at home must first notify the Assistant Superintendent for Curriculum and Assessment and must submit a written "plan of instruction" before starting the program. The plan shall be consistent with Wyoming State Statutes §21-4-101(a) (vi) and §21- 4-102(b).

The plan of instruction must be submitted to the District prior to the child missing days in the district's schools and annually thereafter. An instructional program provided to more than one family does not constitute a home-based educational program.

Diagnostic testing and services for students with special needs will be provided by the District at an appropriate school in the District.

Children may be re-enrolled in the District at any time. They will be placed in the grade that is age appropriate or according to past education history. They will be subject to reassignment as their abilities are assessed.

If there is any indication that children are not receiving home schooling, or if the parent has not presented the curriculum to the District, parents shall be liable under the compulsory attendance law, unless the affected child has been enrolled in a private school or parochial school as defined by Wyoming Statutes.

Home school students wishing to participate in WHSAA (Wyoming High School Activities Association) activities must comply with current WHSAA association policies.

Sheridan County School District No. 2 may allow home school students to include public school classes and/or activities as part of their approved home school curriculum, in accordance with District procedure IHBG-P. This part-time attendance is permissive, requiring written approval from the superintendent or designee and is subject to the rules and regulations of the District. A Home School Compact shall be entered into by the student and his or her legal parent(s) before the student is allowed to attend class.

Wyoming Statute §21-4-101 and §21-4-102

First Reading: 1/16/12

Second Reading: 2/6/12

Reviewed: 11/25/13

IHBG-P



## HOME SCHOOLING - PROCEDURES

This procedure is designed to be the district's implementation process for home school students who desire to include public school classes as part of their approved home school curriculum pursuant to Board Policy IHBG.

Students who are residents of the District and who are receiving their education through a home-based educational program may request that the school allow admission of the home-school student to participate in isolated courses by the School District. The School District is not required to accept students who only want to participate in isolated classes without being enrolled as a full-time student within the School District. The School District will, however, consider any request for a home-schooled student to participate in specific classes being offered by the School District. The decision of whether or not to allow such participation is left to the sole discretion of the School District. In the event the School District determines to accept a request for a home-schooled student to participate in specific classes offered by the school, the School District shall require the student and student's parents to comply with the School District's admissions process, including immunization requirements. Students who are allowed to participate in courses offered by the School District shall be subject to all the same policies, rules, regulations and course requirements as are applicable to all other students participating in that class. Approval for admission into a class requested for the home-school student does not require the School District to approve admission into any other classes. The District may in its sole discretion approve admission into some courses and not others. Priority will be given to full-time enrolled students within the District as to admission into all classes offered by the School District. Admission of home-schooled students will be on a case-by-case basis for each student and each class. A new request must be made by the home-schooled student and will be evaluated by the School District as to every class or course requested, including an advanced level class or any class that the home-schooled student might have been approved for. Participation in any one class by a home-schooled student will not guarantee participation in any other class.

Home school students desiring to attend public school classes must enroll in and attend a minimum of two periods in secondary schools (high school and/or junior high school) or a minimum of two hours in elementary schools. The school principal and the superintendent or his/her designee must approve of the classes or time periods in which the home school student wishes to enroll. Home school students who wish to attend on a half-time basis (four periods or four hours of instruction), are required to take classes in the reading and mathematics departments for two of the four periods, at the grade level consistent with the age and ability of the student.

First Reading: 12/2/13

Second Reading: 1/13/14



Sheridan County School District No. 2 - Home School Compact \*

Home school students are welcome to attend classes in Sheridan County School District No. 2 schools with the understanding that the following rules and guidelines will apply to them while in attendance.

1. The home school program must be registered with the Assistant Superintendent of Curriculum and Instruction for School District No. 2 before enrolling in Sheridan County School District No. 2 schools, even for those students who exceed the mandatory attendance age.
2. Home school students understand that there is no guarantee of a high school diploma. Home school students are encouraged to seek credits from NCA accredited institutions or their affiliates, and realize that credits will only be accepted from NCA accredited schools and programs.
3. Students must abide by all school rules as outlined in the student handbook and must complete registration paperwork and pay student fees. A locker will be assigned if needed. The student may attend lunch only if assigned classes are adjacent to lunch.
4. The attendance policy must be adhered to with a limit of 7 absences per semester with parents calling to excuse absences due to illness, bereavement, or family emergencies.
5. A student may arrive no more than five minutes before the registered class convenes and must depart the building within five minutes of the end of the class. Exceptions will be made only with the consent of the principal.
6. Home school students can participate in extra curricular activities such as competitive sports and clubs sanctioned by the Wyoming High School Activities Association (WHSAA). The WHSAA requires a fee; information is available through the Activities Office.
7. Sheridan County School District No. 2 schools reserve the right to schedule home school students in back-to-back classes or deny class registration if a desired class is full.
8. Home school students who attend fewer than five classes are considered part-time students and are not entitled to the rights and privileges of full-time students. Arrangements must be made with the principal to attend student-only activities (prom, lunch, dances, fairs and assemblies) that are not open to the public.
9. Because home school students are listed on our attendance and school roster, they will be required to take the state assessment (Proficiency Assessments for Wyoming Students).

Questions regarding this compact can be addressed to the principal and every effort will be made to clarify the intent of this document. Your signature indicates you are willing to abide by the rules and guidelines in this document. In order for the student to attend a Sheridan County School District No. 2 school on a part-time basis, both the parent and student must sign this compact.

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

**\*This form is only needed for home-based schooling students enrolling part time in SCSD#2 schools.**



**CHAPTER 4**  
**Pupils**  
**ARTICLE 1**  
**COMPULSORY ATTENDANCE**

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 any 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 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), 21-11-101 or 21-11-106 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;
  - (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 in 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

- (a) Every parent, guardian or other person having control or charge on 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 eighth grade 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 [21-4-101 to 21-4-107] 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; or
  - (iii) The child has been legally excluded from the regular schools pursuant to the provisions of section 62 [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.**

21-4-103 Enforcement of article; appointment and compensation of attendance officers.

The primary responsibility for the enforcement of this article shall be upon the board of trustees of the school district, which shall appoint an attendance officer or officers to carry out the provisions of this article. Said office shall be paid out of the district treasury such sum as may be provided in the order of appointment.



**DATE:** July 1, 2017  
**TO:** Home-Based School Families  
**FROM:** Mitch Craft, Assistant Superintendent for Curriculum & Assessment  
**RE:** **Participation in Wyoming High School Activities as Outlined in the WHSAA 2016-2017 Handbook**

If your home school student(s) are interested in participating in any of the WHSAA sanctioned activities, please contact the WHSAA office at the address and phone number below. If you have further questions, I can be reached at 674-7405, ext. 5104.

**Wyoming High School Activities Association**  
**731 East 2nd Street**  
**Casper, WY 82601**  
**Phone: 307-577-0614**  
**Fax: 307-577-0637**

**WHSAA Good Sport Code**  
**“Rally Around Good Sportsmanship”**

Show respect for all opponents by treating them as guests.  
Show respect for the officials.  
Understand and appreciate the rules of the contest.  
Maintain self control at all times.  
Applaud opponents’ performances.  
Cheer for your team.  
When you see a good sport in action, follow their lead and then thank them..





**DATE:** July 1, 2017  
**TO:** Home School Parents  
**FROM:** Mitch Craft, Assistant Superintendent for Curriculum & Assessment  
**RE:** **Home Schooling Clarifications on Curriculum Approval, Transfer Credits, and Standards Mastery**

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)). In Sheridan County School District Number Two, we provide such a form as part of our Home School Information packet. While we indeed 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. In fact, we are prohibited from commenting on the quality of the proposed curriculum. In this way, we honor the right of parents to teach children using whatever curriculum they prefer.

As a consequence, we have no way to evaluate the status of the curriculum if a student later chooses to enter one of our schools. This may be problematic if a student attempts to enter during the high school years (grades 9 – 12) when transfer of credit is a necessity. The Sheridan High School Handbook (as approved by our Board of Trustees) lists the conditions for transfer into Sheridan High School. Essentially, students need to study approved curriculum from accredited institutions.

Our recommendation, if there is any possibility that a student may wish to attend our schools, is to use materials from accredited institutions. Our district, based on advice from the Wyoming Department of Education, uses only seven accreditation agencies including:

- North Central Association of Schools and Colleges
- Southern Association of Schools and Colleges
- Western Association of Schools and Colleges
- Middle States Association of Schools and Colleges
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Commission on Transregional and International Accreditation (CITA)

There are virtual and correspondence courses from a number of institutions of higher education that meet these criteria that are used by students admitted to Sheridan High School. This district does not enroll students that intend to take all coursework through virtual or correspondence courses.



### REQUIRED CREDITS

English	4.0	Electives	9.5
Mathematics	3.0	Wellness	0.5
Science	3.0	P.E.	1.0
Social Studies	3.0	Total	24

It is important to know we respect the right and intention to home school children and we do not wish to create barriers to participation for students who wish to attend our schools. But the transfer process becomes quite complicated for children from non-accredited programs, especially late in their academic career.

If you have any questions or comments about this memo, please don't hesitate to call 674-7405, ext. 5104 or e-mail me at [mitch.craft@scsd2.com](mailto:mitch.craft@scsd2.com).



**DATE:** July 1, 2017

**TO:** Home Schooling Parents

**FROM:** Mitch Craft, Assistant Superintendent for Curriculum and Assessment

**SUBJECT: Resources for Finding Home School Materials**

For parents who are having a difficult time finding home school teaching materials, there are now local sources to help. There is information about a variety of source materials available through one of the local home schooling association listed below. And, of course, there are many options available through a simple Internet search. But if you would like a more personal touch, you might contact one of the following:

Michelle Havenga from the Sheridan County Fulmer Public Library has agreed to help parents find home-schooling resources from their collection. This could be especially helpful in areas of literature, reading, and history among others. You can reach Michelle by telephone at (674-8585, ext. 29) or drop by the Library at 335 West Alger.

Local Home-based school groups:  
W.A.T.C.C.H. – Contact Jan Loftus at 673-0157.

National Home Education Research Institute (NHERI) – [www.nheri.org](http://www.nheri.org). This organization is dedicated to researching homeschooling issues and provides numerous studies and statistics on homeschooling. Many resources for getting started and finding curriculum can be found here as well.

Homeschool Legal Defense Association (HSLDA) – [www.hslda.org](http://www.hslda.org). This organization provides a wealth of information on homeschooling including but not limited to: curriculum, socialization and academic statistics, legal issues, how to get started and numerous resources and links to assist homeschoolers in reaching their highest potential.

Homeschoolers of Wyoming (HOW) – [www.homeschoolersofwy.org](http://www.homeschoolersofwy.org) or write to 118 E. Sunset Drive, Riverton, WY 82501. HOW is the state homeschool organization for Wyoming. HOW provides information and resources on homeschooling and serves as a legislative liaison for the homeschool community. HOW also conducts an annual state homeschool convention. This homeschool convention offers nationally known speakers and a variety of workshops and seminars to help you get started or to provide continuing education as a home educator. The vendor hall is an excellent place to view curriculum and to speak personally with curriculum vendors. HOW also offers a newsletter, full of helpful information and resources.



## PLAN OF INSTRUCTION FOR HOME-BASED SCHOOLING 2017-2018

Sheridan County School District #2's Board Policy requires parents/guardians to submit a written plan of instruction to the assistant superintendent's office **before** starting a program.

Please list the child's name, date of birth and grade level:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Please list subjects to be taught including reading, writing, mathematics, civics, history, literature and science.

Subject	Textbook/Curriculum Materials Description
Reading	
Writing	
Mathematics	
Civics	
History	



Literature	
Science	

Parent/Guardian Signature:

Date:

Parent/Guardian Printed Name:

Physical Address

Mailing Address

Phone:

Sheridan County School District #2  
Administrative Offices  
201 North Connor, Suite 100  
PO Box 919  
Sheridan, WY 82801  
307-674-7405