



Woodland Park School District  
'Elevate Your Education'

*Serving Woodland Park, Divide and Florissant*

**Tina Cassens**  
**Executive Director of Student Success**

## MEMORANDUM

TO: Home-Based Schooling Families  
Woodland Park School District Re-2

FROM: Tina Cassens, Executive Director of Student Success

RE: **Homeschool Procedures**

1. Homeschool students between the age of seven and sixteen must be enrolled in a public, private, parochial, or home-school program.
2. If you choose to enroll in a home-based educational program, you must file a "Notice of Intent to Homeschool" with a school district in Colorado. The district you file in becomes your "district of attendance" and the district you reside in is your "district of residence." Filing this notice with a district protects you from truancy charges. We hope our residents will continue to file their notices of intent with the Woodland Park School District.
3. If you choose to file your intent for a home-based educational program in Woodland Park School District Re-2, you must file a "Notice of Intent to Home School". You may fill out the enclosed form or you may write a statement containing the name, age, place of residence, and number of hours of attendance of each child enrolled in said program. Please send Notice of Intent to Home School to Kelley Havin at PO Box 99, Woodland Park, CO 80866 or can be emailed to: khavin@wpsdk12.org. **[Be advised a Notice of Intent to Homeschool must be filed every year.]**
4. Homeschool families are welcome to enroll in a number of choices available through our district so long as the student is enrolled prior to October 1<sup>st</sup>:
  - **WPSD On-Line Program:** Students in Kindergarten through High School may participate in our on-line program, at no cost to families as long as students are enrolled and working on the curriculum by September 15. Our online program utilizes curriculum from K-12 Fuel Ed for Grades K-5 and Edgenuity for Grades 6-12. These programs are managed through an online computer system, but, depending on the class and level, may also include textbooks, reading books, hands-on materials, writing assignments, etc. For detailed information on our On-Line program, please visit our website: wpsdk12.org and under the Departments tab select Online/Enrichment/Homeschool.

- **Enrichment Academy:** WPSD offers an Enrichment opportunity for students who are currently homeschooled or in our WPSD On-line Program for Grades K-8. Our EA program is held at Summit Elementary one day per week. Students in K-8 are split into an elementary or a middle school program, both taught by a certified teacher. During that time, students participate in physical education, art, music, science hands-on labs (not a complete science curriculum), Spanish, Sign Language, drama technology, language acquisition, team building activities, public speaking, and library/media time. Other options could include literacy assessments, school-wide events, programs, assemblies, intramurals, choir, clubs and class field trips. For detailed information on our Enrichment Academy program, please visit our website: [wpsdk12.org](http://wpsdk12.org) and under the Departments tab select Online/Enrichment/Homeschool.
- **Enrichment classes at the Middle School:** Middle School students are invited to attend the Middle School Enrichment Academy held at Summit Elementary. Or Middle School Homeschool or on-line families are welcome to attend core classes or enrichment classes at Woodland Park Middle School. Students must enroll for at least two classes of instruction each semester. Students wishing to attend who are currently enrolled in another on-line program through a public school in Colorado must get prior approval from the on-line program.
- **High School classes:** High School students may enroll at Woodland Park High School for at least two graded courses each semester. These classes may be core subjects and/or elective classes. (Note: Some classes may not be available due to prerequisite requirements or space availability). Students wishing to attend who are currently enrolled in another on-line program through a public school in Colorado must get prior approval from the on-line program.

Please make an appointment with the following staff to discuss any of the above options in more detail:

Tina Cassens, Executive Director of Student Success 719-686-2012  
On-Line Program or Enrichment Academy:

- Sandy Struble (K-5) [sstruble@wpsdk12.org](mailto:sstruble@wpsdk12.org); 719-329-8532
- Diana Roberts (6-12) [droberts@wpsdk12.org](mailto:droberts@wpsdk12.org); 719-641-7480

Gateway Elementary – Ashley Lawson 686-2051

Summit Elementary – Katie Rexford 686-2401

Middle School Principal – Yvonne Goings 686-2200

High School Principal – Kevin Burr 686-2067

5. Home school may not be established solely to avoid enforcement of the compulsory attendance law for students who have been declared habitually truant unless you submit a written description of the curriculum to be used in your program along with the written notification of establishment of the program required. Submission of this written curriculum will not prevent court proceedings from continuing until your curriculum is reviewed by the Assistant Superintendent.
6. Woodland Park School District does not provide curriculum, textbooks, or materials to homeschooling families. However, if you are interested in purchasing these items, see the last page for some resources that are available. You may call me for assistance or advice at anytime.

7. Students of high school age in home-based school programs are not receiving credit toward graduation from Woodland Park High School. Students from home-based educational programs may re-enter the district's schools at any time. With the consent of the student's parent/guardian, the district shall place the student at the grade level deemed most appropriate by the district. All students from home-based programs must demonstrate proficiency in the district-adopted content standards at their appropriate placement level. The district may test the student to determine placement. The district shall accept the transcripts from a homebased educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation may be waived. You are advised to talk with a high school counselor about graduation requirements prior to your child's high school program. **To receive a Woodland Park High School diploma, a student must meet all credit requirements AND be enrolled as a full-time student for the student's senior year.**
8. Woodland Park School District Re-2 is not responsible for providing special education or related services to your child if you withdraw your child from the public school program. There is no need for a staffing to verify the change in placement if you choose to withdraw your child from public school.

District Re-2 is still responsible for evaluating your child's need for special education services. Thus, you may contact Ute Pass BOCES at 685-2640 to request screening or make a referral for a special education evaluation. Following an evaluation of your child, we would notify you of a staffing and make recommendations as to services your child might qualify for and where you might find these services. Once again, we would not be responsible for providing services, but would recommend services to you.

9. Each child participating in a non-public homebased educational program shall be evaluated when such child reaches grades three, five, seven, nine, and eleven. Each child shall be given a nationally standardized achievement test to evaluate the child's academic progress, or a qualified person shall evaluate the child's academic progress. The test or evaluation results, whichever is appropriate, shall be submitted to the school district where your "Notice of Intent to Homeschool" is filed or to an independent or parochial school within the State of Colorado. If the test or evaluation results are submitted to an independent or parochial school, the name of such school shall be provided to the school district where your "Notice of Intent to Homeschool" is filed. The purpose of such tests or evaluations shall be to evaluate the educational progress of each child.

If the student's composite score on the test is above the 13<sup>th</sup> percentile, the student shall continue to be eligible for the home-based educational program. If the score is at or below the 13<sup>th</sup> percentile, the parent/guardian shall be given the opportunity to have the student re-tested using an alternate version of the same test or a different nationally standardized test selected by the parent/guardian from a list supplied by the State Board of Education.

If the evaluation conducted by a qualified person indicates that the student is making sufficient academic progress according to ability, the student shall continue to be exempt from compulsory attendance.

If the composite score on a retest continues to be at or below the 13<sup>th</sup> percentile or if the evaluation conducted by a qualified person indicates that the student is not making sufficient academic progress, the district shall take steps to require the parent/guardian to enroll the student in a public, independent, or parochial school.

10. Instead of administering a nationally standardized test at grades three, five, seven, nine and eleven, parents may have their child's academic progress evaluated by a "qualified person" at those grade levels.

A "qualified person" is a licensed teacher, a teacher employed by an independent or parochial school, a licensed psychologist, or a person with a graduate degree in education.

11. Due to budget and time constraints Woodland Park School District does not offer achievement testing for homeschool families.
12. Home school students may try out and participate in extracurricular and/or interscholastic activities pursuant to 22-33-104.5 Home Based Education. For more information contact the Activities/Athletics office at 686-2016. Activities such as dances are allowed as long as emergency contact information is provided to the school administrator.

Please feel free to contact me if I can assist you in your mission to provide a quality home-based instructional program for your child/children. I will be happy to answer any questions you have about academic standards, instructional planning, and assessments. Have a good year!

### *Resources*

Homeschool in Colorado

<https://www.cde.state.co.us/choice/homeschool>

Colorado Homeschooling Support Groups

<https://www.homeeddirectory.com>

American Schools (grades 9-12)

Website: <https://www.americanschoolorcorr.com>

Phone: (800)531-9268

Brigham Young University High School Independent Study Program (Grades 9-12)

Website: <https://is.byu.edu/about/high-school-programs>

Phone: (801)914-8931

North Dakota Center for Distance Education

Website: <https://www.ncde.org>

Phone: (701)298-4830

The Keystone School

Website: <https://www.keystoneschoolonline.com>

Phone: (800)255-4937