E–131

P-CDOP

HOME SCHOOLING

Catholic parents are at liberty to educate their children at home even in the presence of parish schools.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

E-131

AR-OCS

**GUIDELINES FOR PART-TIME ENROLLMENT OF HOME SCHOOL STUDENTS**

1. Registration forms for part-time enrollment may be picked up in the school office.
2. Applicants for part-time enrollment who have been homeschooled for a majority of their education must provide the school with a comprehensive portfolio of student work including any standardized testing results. This is to ensure proper placement of the student.
3. Parents of part-time students are required to fully satisfy the home school requirements of the State of Illinois and provide proof to the school that their child is registered as a home school student with the Illinois State Board of Education.
4. Parents are primarily responsible for their child’s comprehensive education. The school shall only be responsible for providing instruction in the specific classes/courses for which the student is enrolled.
5. Families desiring to enroll a student full-time shall receive priority over part-time students in the event classes should reach capacity. In such an event, the school reserves the right to request part-time students to withdraw to accommodate placement of full-time students.
6. Part-time students are expected to attend their classes with the same frequency as full-time students. Each student with part-time enrollment must meet comply with all regulations regarding regular school attendance.
7. Part-time students must enroll in a minimum of one class and can take up to a maximum of four classes. Enrollment beyond four classes will be considered full-time for the purposes of tuition and fee assessment.
8. Tuition for classes shall be prorated based on the regular tuition rates for the school year enrolled. Additional fees (registration, book, lab, athletic, fine arts, technology, field trips, standardized testing, lunch, and late fees) shall apply to part-time students on the same basis as full-time students.
9. Financial aid and/or scholarships or other student discounts are not available for part-time enrollment.
10. Part-time students are required to adhere to the school policies outlined in the *Parent-Student Handbook.* Part-time students are subject to the same code of conduct that pertains to full-time students.
11. The principal will establish the time and place for arrival and departure from school for the student with part-time enrollment. Part-time students must be punctual for class and must be picked up at the conclusion of their classes.
12. Parents must agree to provide transportation for their part-time student to and from all classes/courses. If the child’s schedule at school is compatible with established routes and schedules of bus transportation, and space is available, the child will be permitted to use bus transportation.
13. For any courses requiring a prerequisite, partially enrolled students will be asked to provide reasonable indications that such academic criteria have been met.
14. Part-time enrollment may entitle the student to participate in interscholastic athletics, provided the student also meets the Illinois High School Association (IHSA) and school eligibility guidelines. Per the Illinois Elementary School Association (IESA) regulations, home school students cannot participate in interscholastic athletics.
15. At the discretion of the principal, students enrolled on a part-time basis can participate in extracurricular activities such as band, drama productions, student clubs, and the like. Part-time students can also participate in the school’s religious activities and events such as liturgies, retreats, and prayer services. However, under no circumstances can part-time high school students request membership in the National Honor Society.
16. Students enrolled part-time may participate in class field trips for the classes/subjects in which they are enrolled.
17. Students enrolled part-time and/or are participating in one of the school’s extracurricular activities (refer to #15) are not covered through the *Catholic Mutual Group* insurance for our schools nor are they covered under the *First Agency* supplemental coverage. Therefore, the parent/guardian of a homeschool student, who is allowed by the pastor and principal to participate in extracurricular activities*,* will need to sign a waiver that acknowledges there is no insurance coverage for their child’s participation in the activity through the school and the school/parish/diocese will be held harmless should an accident occur. The waiver will require parents/guardians to acknowledge their medical insurance is primary should any unforeseen incidents occur on site or at a school-related event. The waiver is located on the OCS website under “forms.”
18. Part-time students will receive a report card at the end of each grading period for all classes in which they are enrolled.
19. At the discretion of the principal, part-time students may participate in the school’s standardized testing or student growth model assessments. There is an additional fee for such testing and assessment. The scores of part-time students shall not be included in class or school test and assessment score averages.
20. Part-time students are not eligible to participate in the school’s elementary or high school commencement ceremonies.
21. The final decision regarding admission and placement for all home educated students seeking part-time enrollment in the school rests with the principal and pastor as the administration of the school.

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