

Home School Shared Time Students Participating in Northfield Public Schools Courses

1. Student Eligibility

- 1.1. Resident students who attend approved home schools and home school programs full-time, and are in compliance with the Minnesota Compulsory Instruction Law may apply for limited shared time enrollment privileges in District 659.
- 1.2. These shared time privileges are limited to Band and Orchestra for grades 5-12, and specific core courses for grades 9-12.
- 1.3. Students requesting shared time enrollment privileges must remain enrolled at their home school for the majority of their usual school day. Shared time enrollment is limited to Band and Orchestra only for grades 5-8, and two (2) core courses per semester for grades 9-12. Band or Orchestra would be included as one of the two core courses per semester for grades 9-12.
- 1.4. Shared time students do not qualify for a District 659 high school diploma, participation in honor rolls, class rank and other recognition available to full-time public school students.
- 1.5. In order to be approved for a specific course, a student must have completed all prerequisite course requirements and may be required to demonstrate appropriate skill and / or knowledge levels.
- 1.6. When participating in a shared-time course, shared time home school students will be subject to all the same school and district policies, regulations and rules which apply to public school students, including student rights and responsibilities, grading, and attendance and performance expectations.
- 1.7. Nothing in these guidelines is intended to exclude students with disabilities from receiving special education services, or to exclude nonpublic school students from participating in band instruction in grades 5-12, as outlined in Policy 611, Home Schooling.

2. Program Availability

- 2.1 Shared time enrollment privileges are limited to courses difficult to offer in the home school setting.
 - 2.1.1. Shared time courses will be limited to courses that generate shared time foundation aid from the state.
- 2.2 Shared time enrollment will be provided only as space is available in the program, class, grade level and/or school building, as determined by the principal.
 - 2.2.1. Course sections will not be added to provide additional places.
 - 2.2.2. Shared time enrollment will be provided only in courses offered at regular times within the normal schedule of classes.

- 2.2.3. Class hours will not be altered to provide for shared time students.
- 2.3 School computer and science laboratories, and libraries/media centers are not available for home school student use except as part of a public school course taken by a shared time student or as part of a time the laboratory or library/media center has been made available for use by the general public.
- 2.4 Shared time students enrolled for two courses not offered consecutively must leave school property when not in class or may attend a supervised study hall (if available) in between the two courses. (A study hall does not count as one of the two courses a home school student may take each semester or quarter.)
- 2.5 If the school lunch period falls between the two courses, the shared time student may purchase a school lunch and eat in the student eating area. Shared time students whose families fall within the income guidelines for free or reduced-price meals may qualify for a free or reduced-price lunch. Inquiries should be directed to the Food Services Department.
- 2.6 Home school shared time students may take state basic standards tests and nationally norm-referenced tests at the public school, as arranged with the principal.
 - 2.6.1. The home school will be charged for the cost of the test and the scoring.
 - 2.6.2. Home school student test results will be reported separately from public school student tests.

3. Application Process

- 3.1 Students accepted for shared time enrollment will be counted as enrolled in the district for the purpose of calculating state aid, and must complete all application and enrollment information accordingly.
- 3.2 All inquiries for shared time enrollment shall be directed to the Director of Human Resources. Inquiring resident home school students will be sent a Shared Time Enrollment of Home School Students form, and copy of this Shared Time procedure.
- 3.3 Each completed application must be returned to the Director of Human Resources by June 1 for the student to be considered for shared time enrollment the following school year. The building Principal will approve or deny the application, and a letter will be sent to the parent by August 15 notifying them of decision.