

Procedures & Time-Line

Home School Physical Education

Bismarck Public Schools

- _____ 1. Obtain *Statement of Intent – Home Education* form from the Assistant Superintendent’s office at Hughes Educational Center, 806 N Washington Street, or on our Home Education website: <http://bismarckschools.org/district/home-education/>. Completed form is filed with the Assistant Superintendent’s office. You can either email the form to darcy_roberts@bismarckschools.org or mail/drop it off at the Hughes Educational Center.

- _____ 2. Develop a *Home School Physical Education Plan* based on the expectation and requirements outlined for appropriate grade level. An outline of the expectations and requirements for each specific grade level, along with the requirements for documentation, can be obtained by accessing our Home Education website: <http://bismarckschools.org/district/home-education/>.

- _____ 3. File *Home School Physical Education Plan* with the appropriate school personnel for approval.

- _____ 4. A *Statement of Intent – Home Education* form **approved** *Home School Physical Education Plan* must be on file in the Student Services Office at your high school **prior to the start of the semester** you intend to home school. Students will be enrolled and expected to participate and complete the appropriate physical education class at your school if an approved *Home School Physical Education Plan* is **not** in place prior to the start of the semester you intend to home school.

- _____ 5. Upon written verification from the school principal that the *Home School Physical Education Plan* has been approved, you may begin instruction.

- _____ 6. Final documentation for grades must be submitted to the principal **two** weeks prior to the end of the semester for which the plan was approved; graduating seniors must submit final documentation **four** weeks prior to the end of the semester for which the plan was approved. All materials are required for documentation must be included.

- _____ 7. For students interested in completing more than one physical education course through home instruction, the current year must be completed prior to starting any subsequent years. (i.e. Physical Education 9 must be completed prior to beginning Physical Education 10, etc.)