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| FREDERICK COUNTY PUBLIC SCHOOLS | Reg. No. 400-49 |
| Subject: HOME INSTRUCTION FOR STUDENTS | Issued: 7/1/86 |
| Preparing Office: Office of the Superintendent | Amended: 9/11/14 |

I. Policy

II. Procedures

A. Referral Process

Parents or guardians who choose to place students on home instruction programs shall refer their requests to the director of Student Services, who will confer with them and provide guidance on how to apply for approval.

B. Coordination

The director of Student Services will be responsible for coordinating and investigating home instruction programs and certifying that the parent or guardian has completed the forms required by COMAR 13A.10.01.

C. Application Process

A parent or guardian who chooses to teach a child at home shall:

1. Sign a statement on a form prescribed by the Maryland State Department of Education which indicates consent to the requirements set forth in COMAR 13A.10.01.
2. A required "Home Instruction Notification" form is located on the Frederick County Public Schools (FCPS) Web site at <http://www.fcps.org/academics/home-instruction> and is attached to this regulation. A voluntary "Home Instruction Profile" is located at the same site and is also attached to this regulation.
3. Submit the "Home Instruction Notification" form to the local Superintendent or designee at least fifteen (15) days before the beginning of a home instruction program.
4. Verify with the Superintendent or designee, before the beginning of each school year, the intention to continue home instruction.
5. Notify the Superintendent or designee of any change in home instruction status during the school year.

D. Instruction Program

As stipulated in Maryland law, the home instruction program shall:

1. Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age.
2. Include instruction in language arts/English, mathematics, science, social studies, art, music, health and physical education.
3. Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.

E. Education Materials

A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:

1. Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified by Maryland law.
2. Demonstrates the student's cumulative progress and achievement in each subject area.
3. Includes relevant materials, such as instructional materials, reading materials and examples of the child's writings, worksheets, workbooks, creative materials and tests.

F. Review of Home Instruction Program

1. The parent or guardian shall agree to permit a representative of the local school system (i.e., the home instruction portfolio monitor) to review the portfolio of educational materials, discuss the instructional program and observe the instruction provided at least two (2) times during the school year. A report of the review will be submitted to the director of Student Services.
2. The purpose of the review is to ensure that the child is receiving regular, thorough instruction.
3. If a local superintendent or designee determines on the review of the home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction program, the local superintendent or designee shall notify the parent or guardian in writing of any deficiencies in the program. The following apply:
 - a. Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent or designee that the deficiency has been or is being corrected.
 - b. If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a nonpublic school as defined in COMAR 13A.09.09.02B.

G. Voluntary Participation in Standardized Testing

Upon request of a parent or guardian, a child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend. It is the responsibility of the parent to contact the assigned school to find out the testing schedule and make arrangements for participation prior to the testing date.

H. Restriction in School-Sponsored Activities

Only those students enrolled and attending FCPS may participate in courses or activities sponsored by FCPS.

I. Home Instruction under Supervision of Nonpublic School

A parent or guardian may provide instruction for a child at home if that instruction is offered through correspondence courses that comply with COMAR 13A.10.01.05 and are supervised by:

1. A school or institution offering an educational program operated by a bona fide church organization; or
2. A nonpublic school with a certificate of approval from the Maryland State Board of Education.

J. Placement in Public Schools

Upon receiving an application for admission to a public school from a student enrolled in a home instruction program, the principal may contact the home instruction portfolio monitor for information regarding the child's program. Transcripts, if available, may be requested from the correspondence school. The parent and student may be interviewed at the school to clarify the student's home instruction program, if requested by the parent or deemed appropriate by the principal.

1. Elementary and Middle Schools

- a. The principal or principal's designee shall review the portfolio of materials and transcripts to determine appropriate grade placement and grouping.
- b. An evaluation, which may include standardized testing, informal testing and/or interviews with the child, may be conducted. Other personnel may assist in the review process as requested by the principal.
- c. Principals and review teams may administer locally developed assessments as well as consider any available results of state-mandated assessments, as appropriate, to assist in determining appropriate grade or academic level placement and credits to be awarded toward high school graduation. These assessments are to be used in conjunction with the aforementioned portfolio

review and interview. The locally developed assessment is not to be used in isolation to determine placement, grade or credits.

- d. Except in cases where grades are included on a state-approved correspondence course transcript, the school will not utilize letter grades when entering home instruction experiences on the student's report card and cumulative records. In lieu of grades, the designation "HI" (Home Instruction) shall be entered on such documents.

2. High Schools

A team established by the principal shall review the portfolio of materials and transcripts to formulate recommendations about grade placement, grouping and any credits to be awarded toward high school graduation. The material being reviewed should include all of the materials used to complete the course (i.e., samples of the student's work for all chapters/sections of the material used to complete the course), as well as any transcripts from an approved correspondence school.

- a. Griggs International Academy, formerly known as Home Study International, holds a Certificate of Approval and was approved by the Maryland State Board of Education when Maryland regulations provided for the approval of programs of home instruction. Griggs International Academy is the only agency accredited by the Maryland State Board of Education offering high school correspondence courses.
- b. Work accomplished through this correspondence school is accepted by FCPS for credit.
- c. A portfolio review will be conducted for students who were provided home instruction that was monitored by FCPS, a church-exempt school that is registered to supervise home instruction or an education ministry of a church that is registered to supervise home instruction. The school team will review a portfolio for each area of proposed credit.
- d. High school review teams may include the school counselor, department chairpersons for the four traditional academic subjects and a teacher from each area of proposed credit. Curriculum specialists and other administrative personnel may also be included on the review team, as deemed appropriate by the principal.
- e. Principals and review teams may administer summative assessments as well as consider any available results of state-mandated assessments, as appropriate, to assist in determining appropriate grade or academic level placement and credits to be awarded toward high school graduation. These assessments are to be used in conjunction with the aforementioned portfolio review and interview. The summative assessment is not to be used in isolation to determine placement, grade or credits.

- f. The high school principal shall determine any credits to be awarded toward high school graduation, using the recommendations from the school review team.
- g. (1) The principal shall inform the parent or guardian, in writing, about decisions to award credit toward high school graduation.

(2) In cases where the parent or guardian disagrees with the principal's decision, a meeting will be scheduled at the school to review the reasons for the decision and provide an opportunity for further clarification of the student's home instruction program.

(3) Following an unsuccessful attempt to resolve areas of disagreement at the school level, the parent or guardian may appeal the principal's decision to the executive director of Curriculum, Instruction, Assessment and Innovation.
- h. Except in cases where grades are included on the state-approved correspondence course transcript, letter grades are not to be utilized when entering home instruction experiences on the student's report card and cumulative records. In lieu of grades, the designation "HI" (Home Instruction) shall be entered on such documents. Such marks will not be included when calculating GPA, honor roll and class rank. (Note: Griggs International Academy has the only high school correspondence courses approved by the Maryland State Board of Education.)

NOTE: For additional information, cross-reference the Code of Maryland Regulations (COMAR) 13A.10.01.

Refer to FCPS Regulation 400-9 *Child Find and County Individualized Education Program (CIEP) Team*

Refer to FCPS Regulation 500-10 *Placement and Promotion of Students*

Refer to Board of Education Policy 405 *Graduation Requirements*

Approved:

original signed by

Theresa R. Alban
Superintendent

PART B

I hereby CERTIFY that I have read and understand the requirements in COMAR 13.A.10.01 Home Instruction program.

- 2. a. I would like my child/children to participate in the standardized testing program; or
- b. I would **not** like my child/children to participate in the standardized testing program.

PART C

Parents must select either A or B

Parents selecting A: Will maintain a portfolio of materials which demonstrates that regular, thorough instruction is being provided. The portfolio will be reviewed by the local school system's personnel at least twice during the year at a mutually agreeable time and place.

A. I hereby AGREE that I will comply with state regulation COMAR 13A.10.01.

OR

Parents selecting B: Will use correspondence courses under the supervision of a school or institution offering an educational program operated by a bona fide church organization or under the supervision of a nonpublic school with a certificate of approval from the State Board of Education. The local school system will verify this information. Please note that the school system will not conduct portfolio review for parents teaching under COMAR 13A.10.05A or COMAR 13A.10.05B.

B. I hereby CERTIFY that I will be using correspondence courses under the supervision of a nonpublic school with a certificate of approval from the State Board of Education, or under the supervision of a school or institution offering an education program operated by a bona fide church organization under COMAR 13A.10.10.05.

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|---------------------------------|-------|----------|
| <i>Name of Nonpublic School</i> | | |
| _____ | | |
| Address: _____ | | |
| _____ | | |
| City/County | State | Zip Code |

 Signature, Parent/Guardian _____
 Date

FOR LEA USE ONLY

 Signature of LEA Staff Receiving Form _____
 Date

HOME INSTRUCTION PROFILE (FCPS verification of continuation _____)

Completing this form is voluntary.

First Meeting:

A. Identification: School Year 20_____ - 20_____

Second Meeting:

| | | | |
|--|--|------------|--|
| Student Name | | Grade | |
| Parent Name | | Home Phone | |
| Address | | Work Phone | |
| | | Other | |
| Review Location (please check): _____ 33 Thomas Johnson Drive office, _____ Your home, _____ Other | | | |

B. Curriculum: For each subject, list materials used and grade level.

| | |
|--|---------------------|
| Educational Material (primary resource): | |
| Instructor: | |
| Language Arts/English: | |
| Math: | |
| Social Studies: | |
| Science: | |
| Art: | Music: |
| Health: | Physical Education: |

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|--------------|-------------------------|
| Field Trips: | Projects or Activities: |
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C. Schedule

Please list your basic home instruction schedule. I am aware it may vary according to program needs.

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| Monday: |
| Tuesday: |
| Wednesday: |
| Thursday: |
| Friday: |
| Other: |

Please return to: Home Instruction Portfolio Monitor
Frederick County Public Schools
33 Thomas Johnson Drive
Frederick, Maryland 21702
FAX: 301-644-5246