

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-49</b>
<b>Subject:</b> <b>HOME INSTRUCTION FOR STUDENTS</b>	<b>Issued:</b> <b>7/1/86</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>11/20/19</b>

I. Policy

II. Procedures

A. Application Process

A parent or guardian who chooses to provide a home instruction program for his or her child shall:

1. Sign and submit a form prescribed by the Maryland State Department of Education which indicates consent to the requirement set forth in COMAR 13A.10.01 to the home instruction office before beginning the home instruction program. The "Home Instruction Notification" form is located on the Frederick County Public Schools (FCPS) website at <http://www.fcps.org/academics/home-instruction>.
2. Verify with the home instruction office before the beginning of each school year, the intention to continue home instruction.
3. Notify the home instruction office of any change in home instruction status during the school year.

B. 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.

Note: A home instruction program may include enrollment on a part-time or full-time basis in courses offered by accredited or unaccredited colleges.

C. Educational Materials

A parent or guardian who chooses to provide a home instruction program for his or her child 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; and

2. Includes relevant materials, such as instructional materials, reading materials and examples of the child's writing, worksheets, workbooks, creative materials and tests or
3. Includes a transcript, grade report, or progress report from an accredited or unaccredited college or online program.

#### D. Review of Home Instruction Program

1. A parent or guardian shall agree to permit a representative of Frederick County Public Schools (FCPS) to review the portfolio of educational materials and discuss the instructional program. The review is scheduled at a time and place mutually agreeable to the FCPS representative and the parent or guardian and with the purpose to ensure that the child is receiving regular and thorough instruction. There will be a maximum of three reviews during the school year.
2. If a representative of FCPS determines, upon the review of the home instruction program or inspection of the portfolio, that a child is not receiving a regular and thorough instruction program, the representative 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 FCPS representative that the deficiency has been, or is being, corrected.
  - b. If the representative of FCPS 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.

#### E. 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 or guardian to notify the assigned school of their intention to participate in testing at least two weeks prior to the testing date.

#### F. Restriction in School-Sponsored Activities

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

#### G. Home Instruction under Supervision of Nonpublic School (Umbrella) <sup>1</sup>

A parent or guardian may provide a home instruction program for his or her child 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 registered with the Maryland State Department of Education.

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<sup>1</sup> Home instruction (home schooling) umbrella schools in Maryland are registered with the Maryland State Department of Education.

## H. 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 shall initiate a review of applicable materials to determine placement and transfer credits.

### 1. Elementary and Middle Schools

- a. The principal or designee shall review the portfolio of materials and/or transcripts, grade reports or progress reports 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 school system personnel may assist in the review process as requested by the principal or designee.
- c. Principals or designees 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. In lieu of grades, the designation "HI" (Home Instruction) shall be entered on the student's report card and cumulative records. Such marks will not be included when calculating honor roll.

### 2. High Schools

- a. A team established by the principal or designee shall review the portfolio of materials and/or transcripts, grade reports or progress reports to formulate recommendations about placement, grouping and any transfer credits to be awarded. The material being reviewed may include textbooks, student work, tests, syllabi, and/or transcripts, grade reports or progress reports from online programs or accredited or unaccredited colleges.
- b. 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 or designee.
- c. Principals or designees 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.
- d. The high school principal or designee shall determine any credits to be awarded toward high school graduation, using the recommendations from the school review team.
  - (i) The principal or designee shall inform the parent or guardian, in writing, about decisions to award credit toward high school graduation.

- (ii) In cases where the parent or guardian disagrees with the principal or designee'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.
  - (iii) Following an unsuccessful attempt to resolve areas of disagreement at the school level, the parent or guardian may appeal the principal or designee's decision to the executive director of Curriculum, Instruction, and Innovation.
- e. In lieu of grades, the designation "HI" (Home Instruction) shall be entered on the student's report card and cumulative records. Such marks will not be included when calculating GPA, honor roll and class rank.

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

Refer to FCPS Regulation 400-09 *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*

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Theresa R. Alban  
Superintendent