



ADMINISTRATIVE PROCEDURE

HOME INSTRUCTION

5113.5

Procedure No.

February 28, 2000

Date

- I. **PURPOSE:** The purpose is to provide procedures for determining if a child who is participating in Home Instruction Program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools of Prince George's County to children of the same age.
- II. **BACKGROUND:** Each child of compulsory school age who resides in Prince George's County shall attend a public school regularly during the entire school year, unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools in Prince George's County to children of the same age, in accordance with the Maryland Annotated Code, Education Article §7-301 and the Code of Maryland Regulations (COMAR) 13A.10.01.
- III. **DEFINITIONS:** Home Instruction is provided by a parent or guardian who desires to teach a child at home in lieu of enrolling him or her in a public or private school. As a point of clarity, a high school diploma is not issued by Prince George's County Public Schools to a child who remains in home instruction through grade 12. Children who do so may take the General Education Development test (GED).
- IV. **REQUIREMENTS:**
- A. A parent or guardian who chooses to teach a child at home must complete and sign the Assurance of Consent Form prescribed by the Maryland State Board of Education which indicates consent to the requirements set forth in Home Instruction.
- B. Home Instruction shall:
1. Provide regular, thorough instruction in the studies usually taught in the public schools of Prince George's County to children of the same age;
 2. Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and
 3. Occur on a regular basis during the school year and be of sufficient duration to implement the instruction program.
- C. Educational Materials
- A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:
1. Demonstrates that the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in Section IV.B.2. of this procedure.



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2. Includes relevant materials (such as instructional materials and reading materials) and examples of the child's writings, worksheets, workbooks, creative materials, and tests.
3. Shall be reviewed by the Superintendent of Schools or his designee at such times as are mutually agreeable to the Superintendent or his designee and the parent or guardian.

D. Parent or Guardian Agreement

A parent or guardian shall agree to permit a representative of Prince George's County Public Schools to review the portfolio of educational materials, discuss the instructional program with the parent or guardian, and observe instruction provided to ensure that all of the following requirements are met:

1. The review is at a time and place mutually agreeable to the representative of the school system and the parent or guardian. The purpose of the review is to ensure that a child is receiving regular, thorough instruction.
2. There are to be two reviews during the school year.

E. Voluntary Participation in Standards of Testing

1. 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. Standardized testing does not indicate grade promotion or grade placement in the public school for children who are in Home Instruction.
2. Maryland School Performance Assessment Program (MSPAP) testing is not part of the testing program available to children receiving home instruction.

F. Noncompliance with Requirements

If a parent or guardian does not agree to the requirements of Home Instruction as set forth in this Administrative Procedure, a child shall be enrolled promptly in a public or nonpublic school he or she is eligible to attend.

G. Deficiencies in the Program

If the Superintendent of Schools or designee determines by review of Home Instruction or inspection of the portfolio that a child is not receiving the regular, thorough required instruction program, the Superintendent of Schools or designee shall notify the parent or legal guardian in writing of any deficiencies in the program.



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1. Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the Superintendent of Schools or designee that the deficiency has been or is being corrected.
2. If the Superintendent of Schools or designee determines there is not a satisfactory plan to correct the deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or nonpublic school he or she is eligible to attend.

I. Home Instruction Under Supervision of a Nonpublic School

A parent or guardian may provide instruction of a child at home without compliance with the requirements of this procedure if instruction is offered through correspondence courses and is under the supervision of a school registered with the Maryland State Department of Education or operated by a bona fide church organization or a nonpublic school with a certificate of approval from the Maryland State Department of Education. Nonetheless, the parent or guardian must complete and submit to the Student Advocacy Office in Pupil Services, the Assurance of Consent Form indicating the child's enrollment in such a program.

J. Special Education Services

The Prince George's County Public Schools Child Find Program is available to students who are home instructed. The Child Find Program takes referrals from parents who suspect that their student has a disability that requires special education services. For more information about Child Find, please call 301-952-6341. If the student is found eligible for special education services, the multidisciplinary team (MDT) will develop an Individualized Education Program (IEP) designed to meet the identified needs of the student. Special Education and related services will be available for those students who are enrolled in the school system..

V. PROCEDURES FOR HOME INSTRUCTION REGISTRATION:

- A. The Student Advocacy Office in Pupil Services will discuss with the parent or guardian the requirements that must be met to establish Home Instruction. The procedure and time frame involved in processing the Assurance of Consent Form for Home Instruction will be included in this discussion.
- B. After discussing the requirements of Home Instruction with the parent or guardian, the Student Advocacy Office in Pupil Services, forwards an Assurance of Consent Form for Home Instruction to the parent or guardian requesting the form.
- C. The parent or guardian will complete the Assurance of Consent Form for Home Instruction and return the completed form to the Student Advocacy Office. The



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Assurance of Consent Form must be submitted at least fifteen (15) days prior to starting Home Instruction.

- D. The Student Advocacy Office will review the Assurance of Consent Form for appropriateness. If it is incomplete in any respect, it shall be returned to the applicant for completion. Upon receipt of a completed Assurance of Consent Form, the Student Advocacy Office will file the original copy of the form in the Division of Pupil Services and will send a copy to the Director of Curriculum and Instruction and notify the principal of the school the child would normally attend. The parent is sent a letter verifying completed registration into Home Instruction. If the parent or guardian requests that the child be enrolled in the standardized testing program, it is the parent's responsibility to contact the base school in their attendance area.

VI. PROCEDURES FOR PORTFOLIO REVIEWS:

- A. The Director of Curriculum and Instruction, upon receipt of the Assurance of Consent Form, will notify the appropriate instructional specialist of the child's enrollment in Home Instruction.
- B. The instructional specialist will contact the parent or legal guardian and arrange a date and time agreeable to both parties for the first and subsequent reviews of Home Instruction.
- C. The instructional specialist, after completing a review of Home Instruction, will submit to the Director of Curriculum and Instruction an assessment of the program to include any deficiencies.
- D. The Director of Curriculum and Instruction or their designee will inform the parent or guardian of the instructional specialist's assessment of the program, including any deficiencies. Suggestions for improving the program will also be forwarded to the parent or guardian at this time. Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the Director of Curriculum and Instruction that the deficiencies have been or are being corrected. Any deficiency in the Home Instruction Program must be completed before the next scheduled review by the instructional specialist.
- E. The Director of Curriculum and Instruction or their designee will determine whether or not the deficiencies have been corrected and will so notify the Supervisor of the Department of Pupil Personnel. If the parent or guardian has not corrected the deficiencies as specified, the Curriculum and Instruction Office will inform the parent or guardian that the child must be promptly enrolled in a public or nonpublic school. A parent or guardian who fails to enroll a child in a public or nonpublic school will be referred to the appropriate pupil personnel worker for referral to the State's Attorney Office for further action. The court liaison worker will notify the attorney for the Board of Education.



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VII. PROCEDURES FOR RE-ENROLLMENT INTO PUBLIC SCHOOL FROM HOME INSTRUCTION:

- A. A parent or guardian who desires to enroll a child in the Prince George's County Public Schools from Home Instruction must submit an Application for Admission to Prince George's County Public Schools (Form PS-48) to the Student Advocacy Office at least fifteen (15) days prior to starting public school.
- B. Upon receipt of the Application for Admission to Prince George's County Public Schools the Student Advocacy Office will notify the assigned school of the enrollment from Home Instruction. Elementary, middle, or high school points of entry for enrollment will be selected according to the child's chronological age and attendance area and/or past educational records. Portfolio reviews done during home instruction do not verify grades, grade placements, clock hours, or credits in the public school curriculum.
 1. **Grade Placement:** The attendance area school will determine by evaluation the final placement of the child. The evaluation may include standardized tests, examinations, and interviews with the child. When the student enrolls, temporary grade placement is granted on the lowest of the grades under consideration until the evaluation is completed.
 2. **Awarding Credits:** The receiving school will utilize the existing elementary school enrollment procedures or Administrative Procedure 5111.2, Admission of Students from Non-approved or Non-accredited Schools Grades 9-12, for recommendations regarding grade level placement and credits that the pupil will be awarded toward high school graduation. Credits or work done in a non-accredited program or high school may not be accepted in a Prince George's County Public High School unless they have been validated by the appropriate standardized examination given by the public school to which the student is enrolled. High school guidance offices may receive standardized tests for the purpose of awarding credits from the Department of Test Development and Administration. For each student involved, the high school guidance counselor is to complete and return the PGIN 7540-8037 Form, Requests for Tests for Student Programs: Course Credit by Examination for Grades 9-12 to the Department of Test Development and Administration. A copy of this form shall be maintained in the student's official record. Merit credits will not be awarded. Only subjects that can be assessed by standardized testing available through the Department of Test Administration and Development will be awarded credits. Grades for credits awarded through this process will be pass or fail. Standardized testing for credits should occur during the academic year that the student enrolls into public school.



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VIII. **RELATED PROCEDURES:**

- A. Administrative Procedure 5111.2, Admission of Students from Non-approved or Non-accredited Schools Grades 9-12.
- B. Administrative Procedure 5113, Pupil Attendance and Absence
- C. Administrative Procedure 5123, General Procedures Pertaining to Promotion for Secondary Schools.
- D. Administrative Procedure 10301, Court Proceedings

IX. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Division and the Division of Instruction are responsible for the maintenance and updating of these procedures.

X. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5113.5, dated January 29, 1990.

XI. **EFFECTIVE DATE:** February 28, 2000.

Approved by:
Iris T. Metts
Superintendent of Schools

Attachments: 1. Assurance of Consent Form; 2. Application for Admission to Prince George's County Public Schools; 3. Requests for Tests for Student Programs: Course Credit by Examination for Grades 9-12; 4. Enrollment into Public School From Home Instruction-Information Sheet.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11