



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

August 15, 2006

Date

- I. **PURPOSE:** To provide procedures for determining if a child who is participating in home schooling is receiving regular, thorough instruction during the school year in the curriculum subjects usually taught in the public schools of Prince George's County to children 5 years old and under 16.
- 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 curriculum subjects 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 schooling 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 schooling 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 Home Schooling Notification Form prescribed by the Maryland State Board of Education which indicates consent to the requirements set forth in Home Schooling.
- B. Home Schooling 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 assessments.
3. Shall be reviewed by the Chief Executive Officer or the CEO's designee at such times as are mutually agreeable to the CEO or the CEO's 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 review samples of work performed by the child/children being instructed to ensure that all of the following requirements are met:

1. The portfolio review is at a time and place mutually agreeable to the representative of the school system and the parent or guardian;
2. The purpose of the portfolio review is to ensure that a child is receiving regular, thorough instruction; and
3. There are to be two portfolio reviews during the school year.
4. The parent or guardian shall verify **annually** the continuation of home schooling for his or her child with Prince George's County Public Schools or the MSDE registered nonpublic school or institution as described in section .5 of this regulation.

E. Voluntary Participation in Standards of Testing

1. Upon request of a parent or guardian, a child receiving home schooling 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 Schooling.
2. High School Assessments (HSA) and Maryland State Assessments (MSA) testing is part of the testing program available to children receiving Home Schooling.

F. Noncompliance with Requirements

If a parent or guardian does not agree to the requirements of Home Schooling 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.



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G. Deficiencies in the Program

If the Chief Executive Officer or the CEO's designee determines by review of the portfolio that a child is not receiving the regular, thorough required instruction in accordance with the Code of Maryland Regulations (COMAR 13A.10.01), the Chief Executive Officer or the CEO's designee shall notify the parent or legal guardian in writing of any deficiencies in the program.

1. Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the Chief Executive Officer or the CEO's designee that the deficiency has been or is being corrected.
2. If the Chief Executive Officer or the CEO's 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 Schooling Utilizing Supervision of a Nonpublic School

A parent or guardian may provide instruction of a child at home without compliance of the portfolio review process if instruction is offered through the supervision of a bona fide church school/organization or a nonpublic entity registered with the Maryland State Department of Education. Nonetheless, the parent or guardian must complete and submit to the Division of Student Services, the Home Schooling Notification Form indicating the child's enrollment in home schooling.

V. **PROCEDURES FOR HOME SCHOOLING REGISTRATION:**

- A. The Department of Curriculum and Instruction, Home Schooling Specialist will provide information to the parent or guardian of the requirements that must be met to begin home schooling. The procedure and time frame involved in processing the Home Schooling Notification Form for Home Schooling will be included in this information.
- B. After discussing the requirements of Home Schooling with the parent or guardian, the parent or guardian will complete and forward to the Division of Student Services, a Home Schooling Notification Form to register for Home Schooling. The Home Schooling Notification Form must be submitted at least fifteen (15) days prior to beginning Home Schooling.
- C. The Division of Student Services will review the Home Schooling Notification Form for accurateness. If it is incomplete in any respect, it shall be returned to the applicant for completion. Upon receipt of a completed Home Schooling Notification Form, the Division of Student Services will file the original copy of the form and will send a copy to the Department of Curriculum and Instruction and notify the principal of the school the child would normally attend. The parent



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is sent a letter verifying completed registration into Home Schooling. If the parent or guardian requests that the child be enrolled in the standardized testing program, it is the parent's or guardian's responsibility to contact the base school in their attendance area.

VI. PROCEDURES FOR PORTFOLIO REVIEWS:

- A. The Department of Curriculum and Instruction, Home Schooling Specialist will maintain receipt of the Home Schooling Notification Form and the registered family will be added to the home schooling database for current enrollment.
- B. The parent or guardian is responsible for contacting the Home Schooling Specialist to schedule a date and time agreeable to both parties for the face-to-face portfolio review and subsequent reviews of Home Schooling.
- C. The Home Schooling Specialist will maintain a copy of the portfolio review in each student file registered with Prince George's County Public Schools. The Director of Curriculum and Instruction will be informed of any home schooling family not in compliance to Section IV B. 2.
- D. The Department of Curriculum and Instruction, Home Schooling Specialist will inform the parent or guardian of any deficiencies of the portfolio review. Suggestions for improving the program will also be provided to the parent or guardian at this time. Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall meet with the Home Schooling Specialist to provide evidence that the deficiencies have been or are being corrected.
- E. The Department of Curriculum and Instruction, Home Schooling Specialist will determine whether or not the deficiencies have been corrected and will so notify the Division of Student Services. If the parent or guardian has not corrected the deficiencies as specified, the Department of Curriculum and Instruction, Home Schooling Specialist 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.

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

- A. A parent or guardian who desires to enroll a child in the Prince George's County Public Schools from home schooling must submit an Application for Admission to Prince George's County Public Schools (Form PS-48) to the Division of Student Services at least fifteen (15) days prior to starting public school.



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- B. Upon receipt of the Application for Admission to Prince George's County Public Schools the Division of Student Services will notify the assigned school of the enrollment from Home Schooling. 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 completed during Home Schooling do not verify grades, grade placements, clock hours, or credits in the public school curriculum. Any questions by school representatives should be directed to the Department of Curriculum & Instruction, Home schooling specialist at 301-333-1001 or chadnott@pgcps.org
1. **Grade Placement:** The attendance area school will determine by evaluation the final placement of the child. The evaluation may include standardized tests, local examinations, and interviews with the child. When the student enrolls, temporary grade placement is granted.
 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 completed 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 credits are, however, accepted by Home Study International (Griggs University) which is certified by the Maryland State Department of Education (MSDE). 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 Testing 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.

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.



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- 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 of Student Services and the Division of Academics, Department of Curriculum and 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 February 28, 2000.
- XI. **EFFECTIVE DATE:** August 15, 2006

Approved by:

John E. Deasy
Chief Executive Officer

Attachments:

1. Home Schooling Notification 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 schooling-Information Sheet.

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