



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

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 legal 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 legal 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 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 legal guardian is providing regular, thorough instruction during the school year in the areas specified in Section IV.B.2. of this procedure.



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

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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/or assessments.
3. Shall be reviewed by the Superintendent of Schools or his/her designee at such times as are mutually agreeable to the Superintendent of Schools or his/her 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. Portfolio reviews will be held in public libraries, except for extenuating circumstances which prohibit the parent from travelling (i.e., disability of parent or child, 3 or more children Home Schooled).
3. The purpose of the portfolio review is to ensure that a child is receiving regular, thorough instruction; and
4. There can be up to three portfolio reviews during the school year.
5. The parent or guardian shall verify **annually** the continuation of home schooling for his or her child/children with Prince George's County Public Schools or the MSDE registered nonpublic school or institution.

E. Voluntary Participation in Standardized 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) are the only standardized tests offered and available to children receiving Home Schooling.
3. The parent or guardian should contact the School Testing Coordinator (STC) of the public school the child is eligible to attend, between



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

Date

February 15 and March 1 of every calendar year to make arrangements to participate in standardized testing.

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.

G. Deficiencies in the Program

If the Superintendent of Schools or his/her 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 Superintendent of Schools or his/her 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 legal guardian shall provide evidence to the Superintendent of Schools or his/her designee that the deficiency has been or is being corrected.
2. If the Superintendent of Schools or his/her 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.

H. Home Schooling Utilizing Supervision of a Nonpublic School

A parent or legal guardian may provide instruction of a child at home without compliance with 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. The parent or legal guardian is still required to complete and submit to the Department of Curriculum & Instruction, Home Schooling Office the Home Schooling Notification Form indicating the child/children is/are enrolled in home schooling.

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

- A. The Department of Curriculum and Instruction, Home Schooling Office will provide information to the parent or legal guardian 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. Telephone calls, email, and postal mail are all valid forms of communication with applicants, Home Schooling parents, and legal guardians.



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

Date

- B. After discussing the requirements of Home Schooling with the parent or legal guardian, the parent or legal guardian will complete and forward to the Department of Curriculum & Instruction, Home Schooling Office, the 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 Department of Curriculum & Instruction, Home Schooling Office will review the Home Schooling Notification Form for accuracy. If it is incomplete in any respect, the applicant shall be notified to send in the information needed to complete the application. Upon receipt of a completed Home Schooling Notification Form, the Department of Curriculum & Instruction, Home Schooling Office will file the original copy of the form and notify the principal of the school the child would normally attend. The parent is sent a letter verifying completed registration into Home Schooling. If the parent or legal guardian requests that the child be enrolled in the standardized testing program, it is the parent's or legal 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 Office, 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 legal 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 parent or legal guardian is requested (but not required) to complete The Home Schooling Portfolio Review Form, and bring the completed form along with supportive documentation to the scheduled review. The Home Schooling Office 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 Office will inform the parent or legal guardian of any deficiencies of the portfolio review. Suggestions for improving the program will also be provided to the parent or legal guardian at this time. Within (30) days of receipt of notification of any deficiencies, the parent or legal guardian shall provide evidence that the deficiencies have been or are being corrected.
- E. The Department of Curriculum and Instruction, Home Schooling Office will determine whether or not the deficiencies have been corrected. If the parent or legal guardian has not corrected the deficiencies as specified, the Department of Curriculum and Instruction, Home Schooling Office will inform the parent or



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

Date

legal guardian that the child must be promptly enrolled in a public or nonpublic school. A parent or legal 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.

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

- A. A parent or legal 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 Department of Curriculum & Instruction, Home Schooling Office prior to enrollment in public school.
- B. A student that is re-enrolled with in the same calendar year cannot receive credit for courses unless by examination per Section VII.C.2.
- C. Upon receipt of the Application for Admission to Prince George's County Public Schools the Department of Curriculum & Instruction, Home Schooling Office will conduct a portfolio review to ensure compliance with this procedure. Once the review is completed, the portfolio reviewer will sign the form to be taken to the school by the parent or legal guardian along with all required documentation to enroll student in public school. 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 Office at 301-333-1001 or pgcps.homeschool@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 based on chronological age.
 2. **Awarding Credits:** The receiving school will utilize the existing elementary school enrollment procedures. Students do not receive credit in elementary grades. Students returning or entering Prince George's County Public Schools from home schooling will be tentatively placed age appropriately as outlined by Administrative Procedure 5111.2 "Admission of Students from Non-Approved or Non-Accredited Schools, Grades 9-12. Home Study International (Griggs University) is registered as an approved program for home instruction program approved by the Maryland State Department of Education for transfer of high school credits. Therefore, if a student enrolls in Prince George's County Public High Schools with an official Home Study International (Griggs



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

Date

University) transcript, the credits should be transferred to Prince George's County Public Schools (PGCPS) *without* further evaluation. Credit 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. **ONLY SUBJECTS THAT CAN BE ASSESSED BY STANDARDIZED TESTING AVAILABLE THROUGH THE DEPARTMENT OF TESTING WILL BE AWARDED CREDITS.** High School guidance offices may receive standardized tests for the purpose of awarding credits from the Department of Testing. For each student involved, the high school guidance counselor is to complete and return the PGIN 7540-8037 Form (Attachment 3), Requests for Tests for Student Programs: Course Credit by Examination for Grades 9-12 to the Department of Testing. A copy of this form shall be maintained in the student's official record. Merit credits will not be awarded. 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. Administrative Procedure 5113.5 should be followed regarding testing for MSA and HSA.

- VIII. **RELATED PROCEDURES:** Administrative Procedure 5111.2, Admission of Students from Non-approved or Non-accredited Schools Grades 9-12; Administrative Procedure 5113, Student Attendance, Absence, and Truancy; Administrative Procedure 5123.2, General Procedures Pertaining to Promotion and Retention of Students; Administrative Procedure 10301, Court Proceedings.
- IX. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Curriculum & Instruction, Academic Support, Home Schooling is responsible for the maintenance and updating of these procedures.
- X. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5113.5, dated August 15, 2006.
- XI. **EFFECTIVE DATE:** July 1, 2011

Approved by:
William R. Hite
Superintendent of Schools

Attachments:

1. Home Schooling Notification Form
2. Application for Admission to Prince George's County Public Schools



ADMINISTRATIVE PROCEDURE

HOME SCHOOLING

5113.5

Procedure No.

July 1, 2011

Date

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
5. Home Schooling Portfolio Review

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12