

## HOMESCHOOLING INSTRUCTION POLICY

**WV Code 18-8-1, Exemption B, subsection b. specifies that the home school must provide:**

### **Notice of Intent**

Prior to the beginning of the school year, notice must be given to the county superintendent or county board of education of intent to provide home instruction and the name, address, age, and grade level of any child of compulsory school age to be instructed. If the child is enrolled in a public school, a two week notice prior to withdrawing the child from school is required.

### **Qualifications**

The person or persons providing instruction must submit a copy of their high school/higher education diploma or GED certificate.

### **Plan of Instruction**

A plan of instruction for the ensuing school year must be outlined by the person or persons requesting home instruction. The plan of instruction for each child must include:

- Subjects to be taught. Please refer to Attachment I outlining the program of study and minimum instructional time requirements.
- Curriculum, materials and/or method(s) of instruction. Please identify the source of the curriculum/materials to be used (e.g. county adopted materials or those from ABEKA, Bob Jones University, University Press, Seton Hill, Calvert, etc.).
- Special need(s) to be addressed.
- Means of assessment to be used as selected from one of the options listed under Assessment Requirements.

### **Assessment Requirements**

**NOTE:** Failure of a student to complete the Assessment Requirements as outlined below generally would be adequate, compelling reason to seek closure of the school.

- I. Standardized Test Requirements

Any child receiving home instruction must annually take one of the following standardized tests:

WESTEST (grades 3 – 8 and 10)  
The California Achievement Test  
The Stanford Achievement Test  
The Iowa Test of Basic Skills

An individual standardized test that is nationally normed and provide statistical results which will be selected by the public school or other person administering the test.

The subjects to be tested will include language arts/reading, social studies, science, and mathematics. The test must be taken under standardized conditions as set forth in the published instructions of the selected test. Testing of the children will be administered at a public school in the county of their residence; or by a licensed psychologist or other person authorized by the test's publishers, or by a person authorized by the county superintendent. In no event may the child's parent or legal guardian administer the test. If the test is administered outside a public school, the child's parents or legal guardian shall pay the costs of administering the test. No test shall be administered if the publication date is more than ten years from the date of the administration. Test results for each child shall be made available to:

- persons providing home instruction
- the child's parent or legal guardian
- the county superintendent
- an authorized State Education Department representative, or the State Superintendent of Schools, upon request.

## **II. Student Portfolio Narrative**

The county superintendent is provided with a written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities. This narrative shall be prepared by a certified teacher whose certification number shall be provided. The parent or legal guardian shall be responsible for payment of fees charged for the narrative; or

## **III. Alternative Academic Assessment**

Evidence of an alternative academic assessment of the child's proficiency must be mutually agreed upon by the parent or legal guardian and the county superintendent prior to being administered. This should be done when the Plan of Instruction is submitted at the beginning of the school term. Alternative academic assessment will include any tests, checklists, or other assessment instruments that are normed and nationally recognized to provide information relative to the child's academic achievement/proficiency. Alternative assessment instruments are

recommended for use only when other standardized tests of achievement are inappropriate and inaccurate in evaluating the student's performance. The parent or legal guardian shall be responsible for payment of fees charged for the assessment.

Assessment materials (i.e. standardized tests, student portfolios, and/or alternative academic tests) must be submitted to the superintendent by the thirtieth day of June of the school year being assessed.

### **Remedial Program**

The child shall be considered to have made acceptable progress when the mean of the child's test results in the required subject areas for any single year meets or exceeds the fiftieth percentile or if below the fiftieth percentile, shows improvement from the previous year's results;

The child participates in the testing program currently in use in the state's public schools. The test shall be administered to the child at a public school in the county of residence. Determination of acceptable progress will be based on current guidelines of the state testing program;

The county superintendent is provided with a written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities. If the narrative indicates that the child's academic progress for the year is in accordance with the child's abilities, the child shall be considered to have made acceptable progress. This narrative shall be prepared by a certified teacher whose certification number shall be provided. The narrative shall include a statement about the child's progress in the areas of reading, language, mathematics, science, and social studies and shall note any areas which, in the professional opinion of the reviewer, show need for improvement or remediation; or

The child completes an alternative academic assessment of proficiency that is mutually agreed upon by the parent or legal guardian and the county superintendent. Criteria for acceptable progress shall be mutually agreed upon by the same parties; and

When the annual assessment fails to show acceptable progress as defined under the assessment requirements in this policy, the person or persons providing home instruction shall initiate a remedial program to foster acceptable progress and the county board shall notify the parents or legal guardian of the child, in writing, of the services available to assist in the assessment of the child's eligibility for special education services: *Provided*, That the identification of a disability shall not preclude the continuation of home schooling. In the event that the child does not achieve acceptable progress under the assessment requirements in this policy for a second consecutive year, the person or persons providing instruction shall submit to the county superintendent additional evidence that appropriate instruction is being provided.

## **Requirements For Entering Public School**

All person or persons providing home instruction who wish to enroll a student into the public schools will be required to maintain a portfolio or provide sufficient documentation related to work completed by the child during the home schooling period. This portfolio/documentation will be used by the professional staff at the school in conjunction with other appropriate assessment instruments to determine the proper placement for the child. **All placement decisions made by the school's professional staff in compliance with Harrison County School Board policies will be final.**

### I. Elementary and Middle Schools

The professional staff of the school the child is entering will be responsible for reviewing the student's portfolio or other relevant documentation as well as the required assessment instruments to determine the most suitable placement for the child in the appropriate grade or class.

### II. High Schools

Each high school will form a committee made up of the department heads, a school counselor, and a school administrator to determine what placement the student will receive. This committee will evaluate the student's portfolio and/or other related documentation (e.g. standardized tests, course testing, placement tests provided for courses, psychological testing batteries, etc.) provided by the parent to determine the credits to be given and class placement based upon requirements outlined for graduation (See File: IHF). Among the items to be used are:

1. Grades from a nationally accredited school or curriculum.
2. Scores received from nationally normed standardized tests.
3. Student portfolio/documentation of all course work completed (e.g. courses in reading/language arts, mathematics, the sciences, history, geography, economics, civics, political science, foreign languages, music, art) or other related documentation reflecting goals set forth in the state and national instructional guidelines.
4. Interview of the student and his/her home school teacher related to the student's work demonstrated in the portfolio/documentation, special interests, honors received, or other issues that will give the school some understanding of the student's growth and development.

Each course coming from home schooling will not be assigned a letter grade appropriate for determining class ranking, but will receive an acceptance or

denial designation indicated “credit” to be given and used toward graduation or “no credit” that will not be included as part of the student’s transcript. Only those courses that have received the “credit” status will count toward graduation and listed on the student’s official transcript.

No class standing will be assigned as a result of work done outside the school setting. The student’s transcript will be marked to indicate which courses were taken during the time he/she was home schooled and which were taken while in public schools. Public school courses will receive a letter grade designation and be used to determine a student’s rank in their class.

### **Assistance Available To Home Schools From The Public Schools**

Any child receiving home instruction may, upon county board of education approval, attend any class offered by the county board of education which the home instruction may deem appropriate, subject to normal registration and attendance requirements.

The county superintendent or a designee may offer assistance to the home instructor, including county adopted textbooks, other county adopted teacher materials, and resources subject to availability.

**NOTES:      A student must have the required immunizations before attending classes or participating in testing offered by the county board of education.**

Reference:      West Virginia Code 18-8-1 and 18-8-1a  
                    West Virginia Board of Education Policy #2510

Adopted:        September 1, 1987

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Harrison County Board of Education