

DELAWARE CITY SCHOOLS

PROCEDURE FOR EDUCATING YOUR CHILD AT HOME

Dear Parent:

The District has established the following requirements and limitations to home education.

Notification of Intent to Educate Child At Home

A parent electing to home educate a child shall provide the Superintendent with the following information:

- A. school year for which notification is made
- B. name of parent, address, and telephone number [telephone number optional]
- C. name, address, and telephone number [telephone number optional] of person(s) who will be teaching the child the subjects required by the State Department of Education, if other than the parent
- D. full name and birthdate of child to be educated at home
- E. assurance that the home education program will include the subjects required by the State Department of Education, except that home education shall not be required to include any concept, topic, or practice that is in conflict with the sincerely held religious beliefs of parent
- F. a brief outline of the intended curriculum for the current year
- G. a list of textbooks, correspondence course, commercial curricular, or other basic teaching materials that the parent intends to use for home education
- H. assurance that the child will be provided with a minimum of 900 hours of home education each school year
- I. assurance that the home teacher has one of the following qualifications:
 1. a high school diploma
 2. the certificate of high school equivalence
 3. standardized test scores that demonstrate high school equivalence, or
 4. other equivalent credential found appropriate by the Superintendent, or
 5. lacking the above-listed qualifications, the home teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or the certificate of high school equivalence
- J. the parent(s) shall affirm the information supplied with his/her signature prior to providing it to the Superintendent

The Superintendent shall file in his/her office a copy of the notification of the notification of intent to provide home education and the information supplied by the parents, a copy of the excuse (if granted), papers showing the home education instruction's qualifications, and all other documents relating to the notification and actions thereon.

Review of Notification

The Superintendent will review the information submitted by the parent and determine if it is in accordance with State law within fourteen (14) calendar days after receipt of the information.

If the information provided by the parent is sufficient, the Superintendent shall notify the parent in writing that the child will be excused from school attendance for the school year for home education.

If the information submitted by the parent is incomplete, the Superintendent shall specifically state in writing the manner in which the information is incomplete and allow the parent an additional fourteen (14) days to supply additional information in writing or to schedule a conference with the Superintendent, at which conference the additional information can be supplied.

If the information supplied by the parent in conjunction with a notification of intent to home educate a child is inadequate or if the Superintendent has substantial evidence that minimum educational requirements will not be met under the proposed home education course of study, the Superintendent shall, within fourteen (14) calendar days after receipt of the information, inform the parents in writing of his/her intent to deny the excuse. The notification of intent to deny the excuse shall inform the parents that they have a right to a due process hearing before the Superintendent to challenge the denial of the excuse.

At the due process hearing, the Superintendent shall create a record of the proceedings, including oral testimony of witnesses and any documentary evidence referred to during the hearing. The Superintendent may grant or deny an excuse from attendance based on evidence presented during the hearing.

If the Superintendent denies the excuse from school attendance, the Superintendent shall notify the parents in writing that:

- A. they have the right to appeal the denial within ten (10) calendar days to the juvenile judge of the county pursuant to R.C. 3331.08; and
- B. that they may be in violation of R.C. 3321.03 (duty to see that child receives instruction) and R.C. 3321.04 (duty to see that child attends school unless excused from attendance) if they refuse to enroll their child in school.

Participation in School

Students who are excused from attendance at school by reason of home education, in accordance with the rules of the State Board of Education, will be deemed to have withdrawn from enrollment in this District during the period of home education. Therefore, your child will not be eligible to participate in any of the student services, programs, or activities of the District including, but not limited to:

- () attendance at a District school on a part-time basis;
- () participation in school-sponsored athletic programs or teams; (Ohio High School Athletic Association eligibility rules require that students must attend the school in which they are enrolled before they can participate.)

- () participation in school-sponsored, co-curricular or extra-curricular activities or programs.

Assessment

If you elect to home education your child for another school year, upon providing subsequent written notification, you must provide the Superintendent with the annual academic assessment report, including information related to the assessment used and the performance results of your child that confirm s/he has mastered the content of the course. This assessment should include:

- () a written narrative indicating that a portfolio of work done by the child has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities;
 - () examples of tests and test scores;
 - () resources and books used in the course;
 - () standardized test scores demonstrating the student's ability;
 - () course of study completed;
 - () the number of hours devoted to each course of study;
- () an alternative academic assessment of the child's proficiency mutually agreed upon by the parent and the Superintendent.

Your child will be permitted to take achievement/ability tests normally given at each grade by the District. This will be done cost-free but must be done during the regular testing cycle. It is your responsibility to make the appropriate arrangements with the School principal. The District will not pay for any standardized testing of students not enrolled in this School District. Your child may take tests such as the PSAT, PLAN, etc. normally given at the high school at the same cost charged high school students.

Re-Enrollment in Public School

If you wish to have your child return to a school in this District, you must follow normal enrollment guidelines. The following conditions will apply to determine the appropriate grade placement which will be made by the school principal and appropriate staff:

- () Placement will be based upon:
 - Kindergarten through Grade 8:*
 - () the child's most recent annual academic assessment report that has been submitted to the Superintendent;
 - () age and readiness to participate properly in the grade level program.
 - Grades 9 through 12:*
 - () to enter the high school in your resident district, you must provide an academic assessment report for each class taken as submitted to the Superintendent. In addition, the school will need the grades from the last public or private school attended.

- () four (4) weeks advance notice is needed to review the assessment report to make proper grade and subject placement.
- () placement into a grade (e.g. 10th) and subject (e.g. English) will be made according to 1) age appropriateness; 2) the results of the review of the academic assessment report provided by the parent to the County Superintendent; and, 3) other evaluation information as deemed necessary by the District (may include interviews with child and/or parent(s)). A home-schooling review team made up of the principal, head counselor, and/or others selected by the Superintendent.
- () athletic eligibility will be determined by OHSAA guidelines and the District's athletic policy.
- () Students can only enroll at the beginning of each semester.
- () All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote "home-education, private education" with "P/F grades" and "credits" assigned.
- () Your child's grade-point average will be established after s/he has completed _____ consecutive semesters of attendance at the high school. To be eligible for awards such as Valedictorian or Salutatorian, Distinguished Scholar, Ohio Academic Scholarship, etc., your child must be enrolled for _____ consecutive semesters prior to the second semester of the senior year.
- () If your child wishes to graduate from the District high school, s/he must pass the 9th grade proficiency test and meet the requirements as specified in Board policy and graduation guidelines.

11/03
1/04
1/21/09