

MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154
HOMESCHOOLING ADMINISTRATIVE PROCEDURES
Revised 04/01/2021

Illinois law permits parent(s)/guardian(s) to educate their children in a homeschooling environment. Homeschooling is considered a private school and thus meets the requirements of compulsory education as outlined in the School Code for Illinois.

1) Withdrawing from Marengo Community High School to be Homeschooled

Parents who are withdrawing their child from Marengo Community High School (MCHS) to homeschool must initiate homeschooling by providing the following in writing, to the attending school:

- i) Student name, birth date, and MCHS Student ID number
- ii) Parents'/Guardians' names
- iii) Home address
- iv) Date of withdrawal to homeschool
- v) Rationale for withdrawal to homeschool
- vi) Parent/guardian signature and date

2) McHenry County Regional Office of Education

When parents provide this information to the school, the attending school sends a written notification to the McHenry County Regional Office of Education. The McHenry County Regional Office of Education is responsible for monitoring the education of all students that reside within Marengo Community Unit School District #154.

- i) This correspondence is to include:
 - (a) Student name and birth date
 - (b) Parents'/Guardians' names
 - (c) Home address
 - (d) Phone number and email address
 - (e) Date of withdrawal to homeschool
 - (f) Reason for withdrawal
- ii) A copy of correspondence is kept in the student's permanent/cumulative file.
- iii) A copy of correspondence is mailed to the parent(s)/guardian(s).
- iv) Guidelines pertaining to re-enrollment in the School District are forwarded to the parent(s)/guardian(s) by the school the student has been/would be attending.
- v) Resource information will be sent by McHenry County Regional Office of Education to the parent(s)/guardian(s) upon request.

3) Enrollment or re-enrollment in District #154 after Homeschool

When parents/guardians want to enroll or re-enroll their student/students full-time in the School District, after having homeschooled the students(s), the following procedures are to be followed:

- i) Parents/guardians must provide the school with written proof of student's immunizations and health examinations in accordance with 105 ILCS 5/27-8.1 and

the rules and regulations of the Department of Public Health and must be in compliance with current health regulations. Examination shall be by licensed physicians and dentists. Additional health examinations of students may be required when deemed necessary by school authorities. Transfer students will be required to complete these examinations within 30 days after enrollment. Students who do not comply with this policy by October 15th shall be excluded from attending school. All students must have accurate emergency contact information in Infinite Campus.

ii) A conference is set up with the parent, student and appropriate school personnel to review homeschooling documentation.

iii) A student who does not have a transcript from an accredited program or is transferring from a non-accredited program may be required to do one or both of the following:

a. Take a comprehensive exam for the corresponding Marengo Community High School class and receive a grade of "B" or higher.

b. Take a battery of norm referenced placement assessments as determined by Marengo Community High School Administration prior to enrollment in classes. The student must score at least 78% or better on the placement assessment to be exempted from taking a course.

iv) When parents wish to enroll or re-enroll their student/students on a part-time basis in the school district and continue to homeschool, they may enroll in the regular education program offered within the schedule provided that there is space available. Class offerings cannot be adjusted to meet the schedule constraints of a student being home schooled.

4) Graduation

i) A student transferring from an NCA CASI (North Central Association of Colleges and School Improvement) accredited on-line homeschool program must have earned a minimum of fifteen (15) core credits while attending classes at MCHS to be considered eligible to be the Valedictorian, Salutatorian, or be recognized in the Top 10 percent in the graduating class recognition.

ii) A student must earn a minimum of four (4) credits from Marengo Community High School during 2 of the last 3 terms and fulfill all the graduation requirements in order to receive a District #154 diploma.

iii) Upon enrolling at MCHS, to earn our diploma, the parent/guardian must provide evidence on an annual basis that the homeschool credits being earned can also be utilized toward credits toward graduation. Only NCA CASI (North Central Association of Colleges and School Improvement) accredited on-line programs through Cognia will be accepted for MCHS credit.

5) Participation in Extracurricular Activities and Athletics

For all sports and activities, the home-schooled student, as with any other student at Marengo Community High School, must meet all eligibility requirements set forth by the Illinois High School Association (IHSA) and/or District #154. Students may participate in extra curricular activities not associated with specific classes if the following guidelines are met and the following information must be provided to the Principal and Athletic/Activities Director for approval or completed at the school:

(a) An NCA CASI (North Central Association of Colleges and School Improvement) accredited on-line program which will be used for awarding home school credits.

1. The provider or program must be accredited by Cognia (formerly AdvancEd) which is the same organization which accredits the MCHS. To verify accreditation status, parents/guardians can find accredited institutions at the following: <http://www.advanced.org/oasis2/u/par/search>

2. Regular on-line assessments must be part of the on-line program which are evaluated and scored by the provider.

(ii) A class schedule showing a minimum of 25 hours of weekly instruction (this may be combined with MCHS credits to ensure a student is passing a minimum of 5 credit hours per week per IHSA)

(iii) Enrollment forms, as required for all other MCHS students

(iv) Complete all IHSA paperwork and submit to the athletic office

(v) Pay full-time student registration fees

(vi) Submit a cumulative weekly grade report from the on-line program to the Guidance Department Registrar each Wednesday for each course the student is enrolled in.

(b) The District will implement the procedures required to comply with IHSA **requirements for Attendance under the following 3.011-3.016:**

3.011 A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term “attend” shall mean that the student is enrolled at the member school, and is taking at, or under arrangements approved by the member school, a minimum of twenty-five (25) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student’s completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student’s compliance with all of the eligibility requirements of all IHSA by-laws.

The Board of Directors shall have the discretion to waive the requirement of this by-law for the Illinois schools for the deaf or blind. In unit systems having a 6-3-3 or 6-4-2 type of organization, ninth grade students may participate on senior high school athletic teams at the member high school in the district designated by the Board of Education, provided:

(a) such participation is approved by the District’s Superintendent of schools;

(b) The senior high school Principal shall certify that the ninth grade students:

(1) are eligible under the requirements of these by-laws,

(2) are students at a junior high school located in the district, which supports the senior high school, and

(3) are not members of a grade or junior high school team in the same sport; and,

(c) The senior high school Principal assumes full responsibility for the conduct of these students during all athletic contests in which they represent the senior high school.

3.012 They shall have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester. Exceptions may be considered only if written verification that delay in enrollment or attendance is caused by illness of the students or their immediate family or by other circumstances deemed acceptable by the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

3.013 Including a student's name on school attendance records for a period of ten (10) or more school days during any given semester, beginning with the date of the student's first physical attendance and ending with the date of the student's official withdrawal from school, shall constitute a semester of attendance for the student.

3.014 If a student does not attend school for ten (10) days in a semester, as defined in Section 3.013, but participates in any interscholastic athletic activity, the student shall be considered to have completed a semester of attendance, unless withdrawal from school occurs prior to completion of ten (10) days attendance and is necessitated by disabling illness or injury which is certified by a physician.

3.015 They shall not have any lapse of school connection during any given semester of greater than ten (10) consecutive school days. Lapse of school connection for greater than ten consecutive school days shall render them ineligible for the remainder of the entire semester. Exceptions may be considered only if written verification that lapse in school connection is caused by illness of the students or their immediate family or by other circumstances deemed acceptable to the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

3.016 Absence of students required by military service to state or nation in the time of any state of national emergency shall not affect students' eligibility.

(d) The student agrees to comply with the MCHS Code of Conduct and all other team, activity, building and/or district expectations, consequences, policies and requirements relevant to the activity. All students must have accurate emergency contact information in Infinite Campus.

6) Enrollment in Driver Education

A homeschooled student will be allowed to enroll in driver's education provided:

- i) He/she has on file the following notarized verification:
 - (a) The student is enrolled in a homeschool program.
 - (b) The student has passed eight (8) courses in the previous two (2) semesters.
 - (c) The signature presented is that of the individual who administered the home school program.
- ii) Enrollment in driver's education will occur within a reasonable length of time after the request has been filed with the high school. A reasonable length of time is determined by looking at the student's individual needs and the District's ability to meet the student's needs.

7) Special Education Services

Special Education students who are eligible for special education services shall be allowed to enroll for the services that are specified in the student's individual education plan (IEP). All IEPs must be developed and approved through the Marengo Community High School IEP team. IEP services will be provided as available at MCHS.

8) Textbooks

- i) Resident parents who are homeschooling their student/students have the option of renting student textbooks based on availability from the School District. The annual rental fee is based upon the approved Board of Education registration fee. At the high school level, textbooks for a maximum of four (4) courses may be issued at any one time.
- ii) The School District will not provide any additional instructional materials.
- iii) Textbooks rented from the School District must be returned on the last day of the District's school year.
- iv) Parents/guardians will be assessed for damaged or lost textbooks that have been rented from the School District.

I understand that if my student does not meet the criteria outlined above, my student will not be eligible to participate in the D154 graduation ceremony.

I understand that it is the parent/guardian responsibility to provide proof that the on-line program is accredited through Cognia on an annual basis (each August).

I understand that it is the parent/guardian responsibility to provide weekly grade reports to the MCHS Registrar (Mrs. Debbie Gorter, gorterd@mchs154.org) to ensure eligibility status.

I understand that it is the parent/guardian responsibility to provide semester-end transcripts/report cards so that grades may be added to the student MCHS transcript.

Parent signature/date:

Student signature/date: