

Home Instruction

1.0 Purpose

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year and upon enrolling in a publicly supported kindergarten program and continue to the sixteenth birthday. Monroe County Schools recognizes there is an exemption from the foregoing requirement of compulsory public-school attendance as stated in West Virginia Code § 18-8-1 and in this policy.

2.0 Definitions

Home Instruction-an education program selected and administered by a parent, guardian, or named individual meeting the criteria of West Virginia Code § 18-8-1, Exemption C

3.0 Procedures

3.1 Notice of Intent to provide home instruction under West Virginia Code § 18-8-1, Exemption C must be submitted to Monroe County School two weeks prior to the date that home instruction begins and contain:

3.1.1 Student's Name;

3.1.2 Student's Address;

3.1.3 Student's Date of Birth;

3.1.4 Assurance that the student will receive instruction in reading, language, mathematics and social studies, and science;

3.1.5 Verification the person(s) providing home school instruction has obtained a high school diploma, or its equivalent, or a post-secondary degree or certificate from a regionally accredited institution of higher education that has been authorized to confer a post-secondary degree or certificate in West Virginia by the West Virginia Community and Technical College System or the West Virginia Higher Education Policy Commission.

3.2 Monroe County Board of Education cannot grant an exemption to the compulsory attendance requirement to a student that has not properly submitted the information described in 3.1.

3.3 The instruction shall be conducted by a person or persons who must submit satisfactory evidence of a high school diploma or a GED upon the initial application for providing home schooling.

3.4 The person or persons providing home instruction shall submit an outline of plan of instruction for the ensuing school year; and,

3.5 On or before the thirtieth (30th) day of June each year, the person or persons providing home instruction shall obtain an academic assessment of the child annually and submit the results to the county superintendent. When the academic assessment takes place outside of a public school, the parent or legal guardian shall pay the cost. The requirement of an academic assessment shall be satisfied in one of the following ways:

3.51 The child receiving home instruction takes a nationally normed standardized achievement test to be administered under standardized conditions as set forth by the published instructions of the selected test in the subjects of reading, language, math, science and social studies; provided that in no event may the parent or legal guardian administer the test. The publication date of the test shall not be more than ten (10) years from the date of the administration of the test. 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 year meets or exceeds the fiftieth (50th) percentile or, if below the fiftieth (50th) percentile, shows improvement from the previous year's results;

3.52 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. (It is the parent or guardian's responsibility to contact the principal to arrange for the test.) Determination of acceptable progress will be based on current guidelines of the state testing program;

3.53 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

3.54 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

3.6 The parent/guardian of a home-schooled student shall submit to Monroe County Schools the results of the student's academic assessment as described in 3.5 by June 30th in the year the student completes the following grade levels: 3, 5, 8, and 11. Notwithstanding, a student's academic assessment must be submitted every three (3) years once the student reaches seven (7) years of age.

3.7 The county superintendent or designee shall offer such assistance, including textbooks, other teaching material and available resources, as may assist the person or persons providing home instruction subject to their availability. However, students who are home-schooled are not eligible for any special education services under an IEP. Any child receiving home instruction, may, upon the approval of the county board, exercise the option to attend any class offered by the county board as the person or persons providing home instruction may consider appropriate, subject to normal registration and attendance requirements.

3.7.1 Partial enrollment in public school shall be approved by the Monroe County Board of Education and shall depend upon the following stipulations:

- Available space: the enrollment of a student into a particular class shall not cause additional hiring or cause the class load for the teacher to exceed state guidelines.
- Ease of implementation: The procedure for allowing a student to take one or more classes shall not disrupt the school day for regular students.
- Appropriate conduct: Students enrolled in regular classes under this policy shall follow all guidelines for student conduct. Permission shall be rescinded if the conduct of the student who is partially enrolled is disruptive.

3.8 If a student moves from one West Virginia county to another, the individual providing home school instruction shall notify the previous county superintendent. The individual shall also submit a new Notice of Intent containing the same information described in 3.1 to the new superintendent.

3.9 A child who completes his/her education with home instruction will not receive a graduation diploma from Monroe County Schools.

3.10 No warrant certificate will be issued for work completed with home instruction. Only compliance with West Virginia Code § 18-8-1, Exemption C will be verified.

3.11 Secondary students may participate in interscholastic athletic events and other extra-curricular activities of secondary schools by meeting the following criteria:

3.11.1 Demonstrating satisfactory evidence of academic progress for one year in compliance with the provisions of that subsection: Provided, that the student's average test results are within or above the fourth stanine in all subject areas;

3.11.1 a Eligibility is established with satisfactory evidence of academic progress for the semester in which the student enrolls.

3.11.1 b Eligibility is maintained by submitting satisfactory evidence of academic progress at the end of each school year, with the student's average test results within or above the fourth stanine in all subject areas.

3.11.2 Is enrolled in at least one virtual instructional course or one face-to-face course per semester, consistent with the applicable virtual instruction policy of the county board in which the home-schooled student lives and the State Board;

3.11.2.a Enrollment for participation in fall sports shall occur on or before June 1st of the previous school year. Enrollment for participation in spring sports shall occur on or before December 1st of the current school year.

3.11.2.b. The student must maintain a 2.0 average for virtual or face-toface coursework in order to maintain eligibility.

3.11.3 Has not reached the age of 19 by August 1 of the current school year;

3.11.4 Is an amateur who receives no compensation, but participates solely for the educational, physical, mental and social benefits of the activity;

3.11.5 Agrees to comply with all disciplinary rules of the West Virginia Secondary School Activities Commission and the county board in which the home-schooled student lives; and

3.11.6 Agrees to obey all rules of the West Virginia Secondary School Activities Commission governing awards, all-star games, parental consents, physical examinations, and vaccinations applicable to all high school athletes.

3.11.7 Eligibility is limited to participation in interscholastic athletic events and other extracurricular activities at the public secondary school serving the attendance zone in which the student lives: Provided, that home-schooled students who leave a member school during the school year are subject to the same transfer protocols that apply to member-to-member transfers. Reasonable fees may be charged to the student to cover the costs of participation in interscholastic athletic events and other extracurricular activities

3.12 Requirements for entering public schools are:

3.12.1 Any person or persons previously providing home instruction who wish to enroll a student into the Monroe County public schools will be required to maintain a portfolio and/or provide sufficient documentation related to work completed by the child during the home-schooling period. This portfolio documentation (e.g. standardized tests, course testing, placements tests provided for courses, etc.) will be used by a committee, made up of a school administrator, guidance counselor and teacher at the school, to determine the proper grade/class placement for the child. Student will not be officially enrolled until all required documentation is received.

3.12.2 A child entering public school and placed in grades kindergarten through eight will not be assigned a letter grade for any work completed during the home school period. The child's permanent record will reflect the time during which home schooling occurred.

3.12.3 A child entering public school and placed in grades nine through twelve will not be assigned a letter grade in a course appropriate for determining class ranking, but will receive an acceptance or denial designation indicating P (pass) to be given and used toward graduation or NC (no credit) that will not be included as part of the student's transcript. Only those courses that have received the "P" status will count toward graduation and listed on the student's official transcript. The "NC" status will be determined by a school administrator, guidance counselor and teacher/s of the school who may choose to either review the student's educational portfolio for each course or may instead administer an end of course or any other appropriate written examination for each course being presented for credit by the entering home school student. Students who have been home schooled will not be given a class rank for graduation if more than 25% of their courses were completed while under home instruction. The student's transcript will be marked with a P or NC to indicate which courses were taken during the time he/she was home-schooled.

4.0 Administration

4.1 A student who is from another state, or who is eligible to enroll in a public school in this state, shall be enrolled in the same grade in a public school in West Virginia as the student was enrolled at the school or program from which the student transferred. A transcript or other credential provided by a public-school program, private school program, homeschool program, or HOPE Scholarship program shall be accepted by a public school in this state as a record of a student's previous academic performance for the purposes of placement and credit assignment.

4.2 Courses and grades will be transcribed as a program not accredited through the West Virginia Board of Education, Policy 2330.

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