

**Administrative Procedures for Policy # 3910 (Students) of the Board of Education
Regarding Home Instruction Programs and Calvert County Public Schools**

I. Definitions

- A. Home Instruction Program – Any instructional program that is other than public or private and is primarily prescribed by the parent or guardian
- B. Supervising nonpublic school
 - 1. A school or institution offering an educational program operated by a bona fide church organization, and the supervision includes at a minimum all of the following components:
 - a. Pre-enrollment conference with parent or guardian,
 - b. Textbooks, lesson materials and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school,
 - c. Annual visits by supervisory personnel to the site where the pupil is receiving instruction, and
 - d. Conferences with parents and guardians at appropriate intervals during the period of enrollment; or
 - 2. A nonpublic school with a certificate of approval from the State Board of Education, and the supervision includes at a minimum all of the following components:
 - a. Textbooks, lesson materials and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school, and
 - b. Assignment of a school-based teacher to assist the home teacher in using the correspondence course and to assist the pupil by issuing the progress reports, marking reports and grading test.

II. Notification Process:

- A. Prior to the start of a home instruction program, the parent or guardian must submit the Home-Schooling Notification form to the Director of Student Services or designee.
- B. The Department of Student Services will process the paperwork and notify the parent or guardian of the Code of Maryland Regulations governing Home Instruction Programs.
- C. If Calvert County Public Schools is supervising the home instruction program:
 - 1. The parent or guardian will be sent the dates for the review of the student portfolio;

2. The parent or guardian must notify the Director of Student Services or designee if a change occurs in the home school status of the student during the school year; and
 3. The parent or guardian must annually verify the continuation of home schooling for his/her child prior to the beginning of each school year.
 - D. If a nonpublic school is supervising the home instruction program, the parent or guardian will work directly with a representative from that school.
- III. Review Process:
 - A. The Director of Student Services or designee will review the portfolios of students in home instruction programs under the supervision of Calvert County Public Schools at the end of each semester.
 1. The Director of Student Services or designee will notify the parent or guardian in writing of any deficiencies in the program.
 2. Any concerns or compliance issues identified in the review must show improvement and must be addressed within 30 days by the parent or guardian.
 3. If the parent or guardian does not comply or show improvement within 30 days, the student must be enrolled in a public or nonpublic school.
 4. The Pupil Personnel Worker assigned to the family will work with the State's Attorney's Office and the appropriate school to enroll the student.
 - B. The Director of Student Services or designee will notify the State's Attorney's Office if the parent or guardian does not satisfactorily respond to identified deficiencies or enroll the student in a public or nonpublic school.
- IV. Students Enrolling in a Calvert County Public School from Home Instruction
 - A. Students enrolling in a Calvert County public school from a home instruction program will be enrolled and placed in accordance with Policy 3710 Regarding Enrollment in the Public School from Non-Accredited Schools, Church-Exempt Schools, or Parental Home Instruction Programs.
- V. Students with Special Needs Receiving Home Instruction
 - A. Parents or guardians who have questions regarding Special Education services should contact the public school the student is eligible to attend or the Director of Special Education or designee.
- VI. Parents or guardians who are interested in home instruction for their child can access information and curriculum on the Maryland State Department of Education website at www.marylandpublicschools.org
- VII. The parent or guardian of a student receiving home instruction should contact the Department of Student Services if the parent or guardian wants the student to participate in regularly scheduled standardized testing programs administered in Calvert County Public Schools.