

BOARD AGENDA ITEM

November 15, 2020

SUBJECT:

Revised File-IHBG-E Annual Application for at Home Instruction

BACKGROUND INFORMATION:

Policy IHBG Home Schooling provides guidance for district administration in ensuring the opportunities for parents to pursue the option of home schooling. File-IHBG-E Annual Application for at Home Instruction is the application aligned to this Policy.

ADMINISTRATIVE CONSIDERATION:

Administration reviewed Policy IHBG Home Schooling, Administrative Rule IHBG-R Home Schooling, and File IHBG-E Annual Application for at Home Instruction. In 2012, the Equal Access to Interscholastic Activities was passed into law in South Carolina, which allowed home school students to participate in public school-sponsored extracurricular activities like sports and band. The following statement was removed from File IHBG-E Annual Application for at Home Instruction because it is inaccurate: "I understand that by assuming the responsibility to educate my child at home that I am responsible for providing all other programs (such as programs associated with academic or artistic giftedness, band, music, physical education, sports, etc.) and that in order for my child to participate in school sponsored activities, he/she must be enrolled in school." Administration also recommends format changes to the File IHBG-E Annual Application for at Home Instruction.

RECOMMENDATION:

Approve File-IHBG-E Annual Application for at Home Instruction

ATTACHMENTS:

File-IHBG-E Annual Application for at Home Instruction Original
File-IHBG-E Annual Application for at Home Instruction Updated

PREPARED BY:

Salvatore Minolfo



APPLICATION FOR HOME INSTRUCTION

DATE: _____

School Year: _____

Please provide all information requested in the application, which must be completed and signed by the parent or legal guardian who will be teaching the student at home. You must file a separate application for each child you wish to instruct at home. If your application is not approved, you have the right to appeal the decision to the Board of Trustees within ten days. **Each application is approved for one school year only.**

Please check one of the following: Initial Application: ☐ Renewal Application: ☐

LIST THE REASON(S) FOR WHICH YOU ARE APPLYING FOR APPROVAL TO PROVIDE HOME INSTRUCTION:

STUDENT INFORMATION

Student Name: _____ Date of Birth: _____

School Attended Prior Year: _____

Previous Grade Level: _____ Grade Level of Proposed Program: _____

Aiken County Public School for Which Student is Zoned:

PARENTAL/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

TEACHER QUALIFICATIONS (Check highest earned.)

A copy of the diploma or college transcript showing graduation must be attached to this application.

General Educational Development Certificate (GED)

☐ High School Diploma

☐ Associate Degree

☐ Bachelor's Degree

INSTRUCTIONAL PROGRAM

You must maintain the following documentation for each child you instruct:

1. A written record of instruction in each subject area.
2. A portfolio of the child's work (samples may be requested) and
3. A record of evaluations you conduct.

It is also necessary that you provide to the school district reports of attendance and assessment twice during the year on forms, which will be provided. You must schedule 180 days of instruction to include at least 4-1/2 hours of instruction per day exclusive of lunch and recess.

DATES OF OPERATION (You may use the school district's calendar)

Beginning Date: _____ Closing Date: _____

Holidays: _____ Total Days: _____

HOURS OF INSTRUCTIONS

Beginning Time: _____ Recess/Breaks: _____

Lunch: _____ Ending Time: _____ Total Hrs: _____ Min: _____

STATE TESTING PROGRAM

Please indicate which option you prefer for your child's participation in the State Testing Program. (Details will be provided prior to testing dates.)

☐ Public school testing

☐ At home (at Parent/Guardian's expense.)

HOME INSTRUCTION IN GRADES 1 THROUGH 6

Required Subjects	Teaching Schedule	Method of evaluating program/process
Reading	Day of week: Time of day: Minutes per day:	
Writing	Day of week: Time of day: Minutes per day:	
Mathematics	Day of week: Time of day: Minutes per day:	
Science	Day of week: Time of day: Minutes per day:	
Social Studies	Day of week: Time of day: Minutes per day:	
Other (Specify optional parent choices)	Day of week: Time of day: Minutes per day:	

HOME INSTRUCTION IN GRADES 7 THROUGH 12

Required Subjects	Teaching Schedule	Method of evaluating program/process
Reading	Day of week: Time of day: Minutes per day:	
Writing	Day of week: Time of day: Minutes per day:	
Mathematics	Day of week: Time of day: Minutes per day:	
Science	Day of week: Time of day: Minutes per day:	
Social Studies	Day of week: Time of day: Minutes per day:	
Composition & Literature	Day of week: Time of day: Minutes per day:	
Other (Specify optional parent choices)	Day of week: Time of day: Minutes per day:	

TEXTBOOKS

Please provide the information requested for each subject. If any of this information changes after your initial application, you must submit the new information to the school district.

READING (grades 1-6)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

WRITING (grades 1-6)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

MATHEMATICS (grades 1-12)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

SCIENCE (grades 1-12)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

SOCIAL STUDIES (grades 1-12)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

LITERATURE (grades 7-12)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

COMPOSITION (grades 7-12)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

OTHER (Please name)

Textbook _____ Grade Level _____
 Publisher _____ Copyright Date _____

Please list other materials available for use (examples: encyclopedias, educational games, etc.)

Please explain the record of instruction you plan to keep (examples: plan book, diary, etc.)

Please explain where instruction will take place.

Samples of your child's academic work must be maintained in a portfolio. Please describe the system you plan to use.

Please list the library facilities available for use by your child.

ASSURANCES

1. Recordkeeping: Records will be kept and made available for inspection by district personnel, following reasonable notice to the parent or guardian. The records will include the following:
 - a. Lesson plans: I will maintain a written record of subjects taught and activities engaged in with the student.
 - b. Student's work: I will maintain samples of the student's academic work in a portfolio.
 - c. Evaluation of student's progress/semiannual report: I will submit to the district a semiannual report, including attendance records and individual assessments of the student's academic progress in each required subject.
2. I agree to have my child participate in the statewide testing program (including the readiness test), where appropriate for the child's grade level, as approved by the state board of education. I understand that I may choose to have the tests administered at my home, by a school employee, at my own expense. When I choose to have my child participate in testing at school, my child will be tested at the regularly scheduled testing time at the school where the child would normally attend.
3. I understand that, after the administration of the readiness test, if my child is determined "not ready" or is determined to lack the necessary emotional maturity for the first grade work, the school district will decide if I should use a first grade or kindergarten curriculum. I realize that I may execute a waiver from the kindergarten requirements of the state compulsory attendance law.
4. I understand that, if my child scores below the test requirements of the promotion standards for public school students at the same grade level, the Aiken County School Board will decide whether my child will be placed in an appropriate public school program or whether I will be required to provide an instructional support system at home, at my expense. As an alternative, I may choose to enroll my child in a private or parochial school as authorized by law.
5. I understand that, if the district determines that I am not maintaining the home school program in keeping with the standards set forth in state law and incorporated into this application, I will be notified and will have 30 days to correct any deficiencies. If I fail to correct the deficiencies, the Aiken County School Board may withdraw my approval of the program.
6. I agree to hold the district, the district board of trustees, and the district's employees and agents harmless for any educational deficiencies my child sustains as a result of home instruction.
7. I understand that, there is no guarantee that subjects taught at home will be eligible for high school credit if my child subsequently enrolls in public high school.

8. I agree to the terms and conditions set forth in this application and agree to comply with the requirements of state law/regulations and district policies/regulations, regarding home instruction.

Signature of Parent or Guardian

Date

Applications are to be submitted, reviewed, and processed annually through the office of the Chief Officer of Operations & Student Services.

District Official's Signature (Signifying review of application)

Date

For use by Aiken County Public Schools District Office

Date of Parent Interview: _____

Home School Liaison's Signature: _____

Approved: _____ Not Approved: _____ Date: _____

EVALUATION OF STUDENT PROGRESS/SEMI-ANNUAL REPORT

Semi-annual reporting system for attendance (180 days) indicating beginning date and ending date of home instruction.

First Semester Report Card () Date: _____

Second Semester Report Card () Date: _____

Semi-annual reporting system for academic progress or individual assessments:

First Semester Report Card () Date: _____

Second Semester Report Card () Date: _____

FILE IHBG-E Annual Application for at Home Instruction

SCHOOL YEAR _____

Check One: ☐ New ☐ Continuing

(NOTE: Form must be completed and signed by the parent or legal guardian who will be teaching the student at home.)

STUDENT'S NAME: _____ DATE OF BIRTH: _____

STUDENT'S SOCIAL SECURITY NUMBER: _____

PARENT'S OR LEGAL GUARDIAN'S NAME: _____

ADDRESS: _____

TELEPHONE: Home () _____ Work () _____

I. QUALIFICATION OF PARENT OR LEGAL GUARDIAN TO TEACH (Check One)

☐ A. Option One: I have proof of receipt of High School Diploma or GED Certificate.

or

☐ B. Option Two: I have attached proof of earned baccalaureate degree (Bachelor of Arts or Bachelor of Science).

II. LIST THE REASON(S) FOR WHICH YOU ARE APPLYING FOR APPROVAL TO PROVIDE HOME INSTRUCTION.

III. INSTRUCTIONAL REQUIREMENTS (Complete each item)

A. Educational Level of student

Age: _____

Previous grade level: _____

Name and address of last school attended: _____

B. Grade level of proposed program: _____

C. Subjects/time on task/textbooks and instructional materials/program evaluation (Complete Section 1 for home instruction in grades 1 through 6 or Section 2 for home instruction in grades 7 through 12.)

Section 1 - Home instruction in grades 1 through 6

Required Subjects	Teaching schedule List: (1) Days of week (2) Time of day (3) Minutes per day	Textbooks/Instructional materials (title, author, publisher and copyright date)	Method of evaluating program/progress
Reading			
Writing			
Mathematics			
Science			
Social Studies			
Other (Specify optional parent choices)			

Subjects/time on task/textbooks and instructional materials/program evaluation (Complete Section 1 for home instruction grades 1 through 6 or Section 2 for home instruction in grades 7 through 12.)

Section 2 - Home instruction in grades 7 through 12

Required Subjects	Teaching schedule - List: (1) Days of week (2) Time of day (3) Minutes per day	Textbooks/Instructional materials (title, author, publisher and copyright date)	Method of evaluating program/progress
Reading			
Writing			
Mathematics			
Science			
Social Studies			
Composition & Literature			
Other (Specify optional parent choices)			

D. Total daily instructional time _____ hours _____ minutes

NOTE: Must be at least 4 1/2 hours, excluding lunch and recess.

E. Number of days in instructional year: _____

NOTE: Must be at least 180 days.

F. Dates of operation/instruction

Beginning date: _____

Holidays: _____

Closing date: _____

Provisions for make-up work: _____

G. Hours of instruction

Beginning time: _____

Recess: _____

Lunch: _____

Ending time: _____

H. Describe the area of the home where the instruction will take place.

I. Indicate the name and location of the library to which the student will have access.

J. Description of program: Attach a syllabus (brief description) of the weekly plan of instruction in each column, including the pages to be covered in each textbook and other instructional materials.

IV. ASSURANCES

A. Recordkeeping: Records will be kept and made available for inspection by district personnel, following reasonable notice to the parent or guardian. The records will include the following:

1. Lesson plans: I will maintain a written record of subjects taught and activities engaged in with the student.

2. Student's Work: I will maintain samples of the student's academic work in a portfolio.

3. Evaluation of student's progress/semiannual report: I will submit to the district a semiannual report, including attendance records and individual assessments of the student's academic progress in each required subject.

B. I agree to have my child participate in the statewide testing program (including the readiness test), where appropriate for the child's grade level, as approved by the state board of education. I understand that I may choose to have the tests administered at my home, by a school employee, at my own expense. When I choose to have my child participate in testing at school, my child will be tested at the regularly scheduled testing times at the school where the child would normally attend.

C. I understand that, after the administration of the readiness test, if my child is determined "not ready," or is determined to lack the necessary emotional maturity for first grade work the school district will decide if I should use a first grade or kindergarten curriculum. I realize that I may execute a waiver from the kindergarten requirements of the state compulsory attendance law.

D. I understand that, if my child scores below the test requirements of the promotion standards for public school students at the same grade level, the Aiken County School Board will decide whether my child will be placed in an appropriate public school program or whether I will be required to provide an instructional support system at home, at my expense. As an alternative, I may choose to enroll my child in a private or parochial school as authorized by state law.

- ~~E. I understand that, if the district determines that I am not maintaining the home school program in keeping with the standards set forth in state law and incorporated into this application, I will be notified and will have 30 days to correct any deficiencies. If I fail to correct the deficiencies, the Aiken County School Board may withdraw approval of the program.~~
- ~~F. I agree to hold the district, the district board of trustees, and the district's employees and agents harmless for any educational deficiencies my child sustains as a result of home instruction.~~
- ~~G. I understand that there is no guarantee that subjects taught at home will be eligible for high school credit if my child subsequently enrolls in a public high school.~~
- ~~H. I understand that by assuming the responsibility to educate my child at home that I am responsible for providing all other programs (such as programs associated with academic or athletic giftedness, band, music, physical education, sports, etc.) and that in order for my child to participate in school sponsored activities, he/she must be enrolled in school.~~
- ~~I. I agree to the terms and conditions set forth in this application and agree to comply with the requirements of state law/regulations and district policies/regulations, regarding home instruction.~~

Formatted: Strikethrough

Signature of parent or guardian

Date

Aiken County Public Schools