



40 South Second Street • Oakland, Maryland 21550
Telephone: 301-334-8900 • www.garrettcountypublicschools.org

Members of the Board of Education

Mr. M. Thomas Woods, President
Mrs. Monica L. Rinker, Vice President
Mr. Rodney B. Glotfelty, Associate Member
Dr. Matthew A. Paugh, Associate Member
Mr. Jason E. VanSickle, Associate Member
Ms. Leah E. Wilt, Student Board Member

Superintendent of Schools
Ms. Barbara L. Baker

Dear Parent/Guardian:

This letter is in response to your request for information regarding Home Instruction. Garrett County Public Schools support home instruction in accordance with the Code of Maryland Regulations (COMAR) 13A.10.01.

Enclosed, please find the following items for your information and use:

1. Garrett County Public Schools Home Instruction Policy and Procedures
2. Code of Maryland Regulations (COMAR) 13A.10.01
3. Home Schooling application
4. Directions for Completing the Home Schooling Notification
5. Frequently Asked Questions regarding Home Instruction
6. Suggestions for preparing the portfolio for Home Instruction

After reviewing the materials, if you decide to instruct your child or children at home, please return the Home Schooling application for to the address indication at the bottom of the form.

Note: Your application must be received at least 15 days prior to beginning your home instruction program.

Thank you for your cooperation.

Sincerely,

Mr. John M. Hummel
Director of Services

Website:

http://www.msde.maryland.gov/MSDE/nonpublicschools/nplegal/comar/comar_13a_10_01.htm

13A.10.01.01.01-.05

.01 Home Instruction Program.

A. Purpose. The purpose of this regulation is to establish a procedure to be used by the superintendent of each local school system to determine if a child participating in a home instruction program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.

B. Written Agreement.

(1) A parent or guardian who chooses to teach his or her child at home shall initially sign a statement on a form prescribed by the State Department of Education which:

(a) Indicates consent to the requirements set forth in §§C, D, and E of this regulation; and

(b) Shall be submitted to the local superintendent at least 15 days before the beginning of a home instruction program.

(2) Annual Verification. Annually thereafter, before the beginning of the school year, a parent or guardian shall verify the continuation of home schooling for his or her child with the local school superintendent or with the supervising nonpublic school or institution described in Regulation .05 of this chapter.

(3) Change in Status. A parent or guardian shall notify the local school superintendent or the supervising nonpublic school or institution described in Regulation .05 of this chapter if a change occurs in the home school status of a child during the school year.

C. Instruction Program. The home instruction program shall:

(1) Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age;

(2) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and

(3) Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.

D. Educational Materials. A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:

(1) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C(1) and (2);

(2) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests;

(3) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.

E. A parent or guardian shall agree to permit a representative of a local school system to review the portfolio of educational materials, discuss the instructional program, and observe instruction provided that all of the following requirements are met:

(1) The review is at a time and place mutually agreeable to the representative of the local school system and the parent or guardian;

(2) The purpose of the review is to ensure that the child is receiving regular, thorough instruction as set forth in §C;

(3) There are not more than three reviews during a school year.

F. Additional Requirements. A local school system may not impose additional requirements for home instruction programs other than those in these regulations.

13A.10.01.02

.02 Voluntary Participation in Standardized Testing.

Upon request of a parent or guardian, a child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend.

13A.10.01.03

.03 Noncompliance with Requirements.

A. Failure to Consent. If a parent or guardian does not agree to the requirements of Regulation .01B, C, and D, above, a child shall be enrolled promptly in a public school or nonpublic school as defined in COMAR 13A.09.09.02B(9).

B. Deficiencies in the Program. If a local superintendent determines on the review of the home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction program in conformity with Regulation .01C and D, the local superintendent shall notify the parent or guardian in writing of any deficiencies in the program. The following apply:

(1) Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent that the deficiency has been or is being corrected.

(2) If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a nonpublic school as defined in COMAR 13A.09.09.02B(4)(a).

13A.10.01.04

.04 Placement in Public School.

Upon application of a child for admission to a public school from a home instruction program, the local superintendent shall determine by an evaluation the placement of the child and any credits to be awarded toward high school graduation. The evaluation may include administration of standardized tests and examinations and interviews with the child.

13A.10.01.05

.05 Home Instruction Under Supervision of Nonpublic School.

A. A parent or guardian may provide instruction for a child at home without compliance with the requirements of this regulation, other than the requirements of Regulations .01B(1)(b) and .04 of this chapter, if that instruction is offered through correspondence courses and is under the supervision of a:

(1) 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) Preenrollment conferences with parents or guardians,

(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 or guardians at appropriate intervals during the period of enrollment; or

(2) 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 courses and to assist the pupil by issuing progress reports, marking papers, and grading tests.

B. Annual Verification. The supervising nonpublic school or institution described in §A of this regulation annually shall:

(1) Verify with the local school superintendent the identification of home schooled students whose instruction is continuing under its supervision;

(2) Notify the local school superintendent of the identification of home schooled students whose instruction is newly added to its supervision; and

(3) Provide the local school superintendent with the identification of home schooled students whose instruction is no longer under its supervision.

C. Change in Status. The supervising nonpublic school or institution described in §A of this regulation shall notify the local school superintendent if a change occurs in the status of a home schooled student whose instruction was under its supervision during the school year.

Contact Information

Maryland State Department of Education
Certification and Accreditation Division
Nonpublic School Approval Branch
200 West Baltimore Street
Baltimore, MD 21201
Phone: 410-767-0407
Fax: 410-333-8963

Google

Maryland State Department
of Education COMAR

Allegany and Garrett Nonpublic Entities that Supervise Home Instruction

<p>Bruce Outreach Center 398 Philos Avenue Westernport, MD 21562 301-359-9706</p> <p>Calvary Christian Academy PO Box 5154 Cresaptown, MD 21502 301-729-0791</p> <p>Central Christian Homeschool Ministry 2020 Bedford Street Cumberland, MD 21502 301-777-3105</p> <p>Highland Homeschool Ministry PO Box 1205 Cumberland, MD 21502 301-722-2699</p> <p>Shekinah Home School Association 150 Center Street Frostburg, MD 21532 301-689-5146</p> <p>Bittinger Mennonite School 10707 Bittinger Road Bittinger, MD 21522 301-245-4419</p> <p>Casselman Valley School 1348 River Road Grantsville, MD 21536 1-814-662-4022</p> <p>Christian Family Fellowship Academy PO Box 36 Oakland, MD 21550 301-334-1332</p> <p>Gortner Amish Church School 4251 Mason School Road Oakland, MD 21550 301-334-4061</p>	<p>Pleasant View Baptist Church Homeschool Association 8931 Garrett Highway Oakland, MD 21550 301-334-8515</p> <p>Victory Baptist Church Homeschool Association P.O. Box 493 Oakland, MD 21550 240-321-1640</p> <p><u>Springs PA</u></p> <p>Mt. View Christian School P.O. Box 277 Springs, PA 15562 1-814-662-2607</p> <p><u>Resource:</u></p> <p>http://curriculum.handinhandhomeschool.com/</p> <p>http://marylandpublicschools.org/MSDE/programs/ccss/</p>
---	---

SUGGESTIONS FOR PREPARING THE PORTFOLIO FOR HOME INSTRUCTION

Curriculum Notes

The General Regulations state that instruction should be provided in subjects “usually taught in the public schools to students of the same age” and should include “English, mathematics, science, social studies, art, music, health and physical education.” The following are Garrett County Public School System recommendations:

- English/Language Arts should include developmentally appropriate instruction in reading, writing, speaking and listening skills. Formal writing and spelling are not typically included at the kindergarten level.
- The following areas not listed in the General Regulations are highly recommended:
 - Career and Technology Education (e.g., computers, other technology, tech education, family consumer science, business, industrial arts)
 - Library/Media Skills
 - Foreign Language
- The K-8 program includes developmentally appropriate instruction in every area. In grades 6-8 instruction in Art, Music, Health, Physical Education and Technology Education is typically of 9 weeks duration.
- The 9-12 program includes six or more credits of instruction per year toward the Maryland high school graduation requirements. (One credit is equal to an hour of daily instruction for a full school year.) The Maryland high school graduation requirements include as a minimum:
 - 4 credits English
 - 3 credits Mathematics (1 credit must be in Algebra and 1 credit must be in Geometry)
 - 3 credits Science (1 credit must be in Biology)
 - 3 credits Social Studies (US History, American Govt., World History)
 - 1 credit Fine Arts (Dance, Drama, Visual Arts or Music)
 - 1 credit Technology Education
 - 1 credit Physical Education/Health
 - 2 additional credits Advanced Technology Education or a Foreign Language

Documenting Regular, Thorough Instruction or Sufficient Duration

Student Portfolio

While curriculum outlines, instructional materials and descriptions of instruction are helpful, actual samples of student work are an essential component of a portfolio review.

1. Keep each student’s work organized in a loose-leaf notebook, series of folders, portfolio folder, box, etc.
2. Keep each subject separate and arranged chronologically.
3. Provide adequate examples of work to document for each subject throughout the period of instruction.
4. **Samples of the student’s writing, worksheets, workbooks, creative materials and tests must be provided.** Reading lists are recommended. Other means of documenting work include journals, photographs, certificates, awards and programs. The checklist on the

portfolio review form represents recommended items, but not all are required for a satisfactory review.

5. Date and identify (if necessary) each piece of work.
6. Photographs may be used to document work.

Review of the Portfolio

1. Each subject area will be reviewed for clear evidence of instruction according to the criteria below.
 - a. *Clear Evidence* indicates there is sufficient evidence of planning as well as physical evidence of student work to show that regular, through instruction has taken place on a regular basis during the school year and is sufficient duration to implement the program.
 - b. *Needs Better Evidence* indicates there is insufficient evidence of instruction. It is expected that weaknesses will be addressed the next time the portfolio is reviewed.
 - c. *Unacceptable* indicates there is little or no evidence of instruction. The subject area or portfolio does not comply with COMAR 13A.10.01.D. A portfolio receiving this rating must be revised and resubmitted within 30 days.

Garrett County Board of Education
Oakland, Maryland 21550

Home Instructions
(Parent Teaching Children at Home)

Definition: Home Instructions (designated home teaching) programs are provided by parents or legal guardians who desire to teach their children at home in lieu of enrolling them in a public or private school.

Board Policy

Requirements

- I. Written Agreement. A parent or guardian who chooses to teach a child at home shall sign a statement on a form prescribed by the State Department of Education which:
 - A. Indicates consent to the requirements set forth in sections II, III and IV; and
 - B. Shall be submitted to the Department of Pupil Services, Garrett County Board of Education, at least 15 days before beginning of a home instruction program.
- II. The Home Instruction Shall
 - A. Include regular, thorough instruction of those subjects usually taught in public schools to children of the same age.
 - B. Be taught to the child on a regular basis during the school year and shall be of sufficient duration to implement the instruction program;
 - C. Provide instruction in English, mathematics, science, social studies, art, music, health and physical education.
- III. Educational materials. A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:
 - A. Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in II. A. B. C., above.
 - B. Includes relevant materials such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests.
 - C. Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local superintendent of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.
- IV. A Parent or guardian shall agree to permit a representative of the Garrett County Board of Education to review the portfolio of education materials, discuss the instructional program, and observe instruction provided that all of the following requirements are met:
 - A. The review is at the time and place mutually agreeable to the representative of the local school system and the parent or guardian.

- B. The purpose of the review is to ensure that the child is receiving regular, thorough instruction as set forth in II, above.

V. Voluntary Participation in Standard Testing

Upon request of a parent or guardian, a child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend.

VI. Noncompliance with Requirements

- A. Failure to consent. If a parent or guardian does not agree to the requirements of Section I, II, III, above, a child shall be enrolled promptly in a public school or nonpublic school as defined in COMAR 13A.09.09.02B(4)(a).
- B. Deficiencies in the Program. If a local superintendent determines on the review of the home instruction program or inspection of the portfolio by either the Director of Elementary Education or the Director of Secondary Education, as appropriate, that a child is not receiving a regular, thorough instruction program in conformity with sections II and III, the local superintendent shall notify the parent or guardian in writing of any deficiencies in the program. The following apply:
 - 1. Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent that the deficiency has been or is being corrected.
 - 2. If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a non-public school as defined in COMAR 13A.09.09.02B(4)(a).

VII. Placement in Public School

Upon application of a child for admission to a public school from home instruction program, the school principal shall determine by an evaluation the placement of the child and any credits to be awarded toward high school graduation. (Credits shall be awarded according to Garrett County Board of Education (Policy 433.0). The evaluation may include administration of standardized tests and examinations and interviews with the child.

VIII. Home Instruction Under Supervision of Nonpublic School.

A parent or guardian may provide instruction for a child as home without compliance with the requirements of this Policy, other than the requirements of Sections I and VII, that instruction is offered through correspondence courses and is under the supervision of a:

- A. School approved by the State Board of Education or operated by the bona fide church organization, and the supervision includes at a minimum all of the following components:
 - 1. Pre-enrollment conferences with parents or guardians,
 - 2. Textbooks, lesson materials, and others instructional materials or equipment designed to be used independently by the pupil at a site other than a school,

3. Annual visits by supervisory personnel to the site where the pupil is receiving instruction, and
4. Conferences with parents or guardians at appropriate intervals during the period of enrollment; or

B. 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:

1. 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
2. Assignment of a school-based teacher to assist the home teacher in using the correspondence courses and to assist the pupil by issuing progress reports, marking papers, and grading test.

Garrett County Board of Education
Oakland, Maryland 21550

Home Instruction Program

Administrative Procedures

I. Application

- A. Parent or legal guardian must submit the “Assurance of Consent – Home Instruction Program” to the Garrett County Department of Pupil Services at least 15 days before the beginning of home instruction.
- B. Upon receipt of the application the forms will be reviewed for completeness and appropriateness by the Department of Pupil Services.

Incomplete applications shall be returned to the applicant for additional information. Applications which list non-approved non-public schools in Section 4b will be returned to parents informing them of such and that they must either

- 1. Use an approved school, or
- 2. Enroll their child in a school which complies with Maryland School Law.
- C. If the “Assurance of Consent” form is complete and in compliance with the Maryland Regulations, the Department of Pupil Services will schedule the necessary reviews.
- D. The director of Pupil Services will send a copy of the assurance form to the appropriate school principle.
- E. If the parents request that their child participate in the regularly scheduled standardized testing program, a copy of the “Assurance of Consent” form will be sent by the Department of Pupil Services to the Local Accountability Coordinator (LAC) who will notify the principal of the school where the child will participate in the testing program and will notify the parents of the time, dates, and location.

Maryland State Department of Education Division of Student, Family, and School Support

FREQUENTLY ASKED QUESTIONS REGARDING HOME INSTRUCTION IN MARYLAND

1. Does Maryland law permit a student of mandatory school age to participate in a home instruction program instead of attending a public or nonpublic school?

Yes. The compulsory attendance law is found in Education Article, §7-301, Annotated Code of Maryland. It states that each child who resides in Maryland and is 5 years old or older and under 18 shall attend a public school regularly during the entire school year. The law includes several exceptions, however, two of which apply to home instruction. First, a child is exempt from the law if he or she “is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.” Maryland recognizes home instruction as a means for children to receive regular, thorough instruction. Second, a child is exempt from the law if he or she “has completed” a home instruction program as determined by the parent or guardian and verified by the local school system or supervising entity.

You can access the compulsory attendance law online at the following link:

<http://www.lexisnexis.com/hottopics/mdcode/>

2. At what age does supervision of home instruction begin and end?

As long as a child would otherwise be subject to the compulsory attendance law, his or her home instruction program must be reviewed by the local school system or supervising entity. In other words, home instruction is generally supervised from age 5 until age 18. Local school systems and supervising entities are not required to review the home instruction program of a child who turns 5 years old after September 1 of the school year in which the parent or guardian seeks to begin a home instruction program. Just as early admission to kindergarten is a decision for the local superintendent, so is the decision to review the home instruction program of an underage child (i.e. to determine that the child is receiving regular, thorough instruction in the skills and studies usually taught in a kindergarten program of a public school). It should be noted that, upon application of a child for admission to a public school from a home instruction program, the local superintendent determines by an evaluation the placement of the child, regardless of the grade the child seeks to enter and the age at which the program began. Once a child turns 18 years old, there is no longer a legal requirement for his or her home instruction program to be reviewed, although review may

continue if the child wants to finish the home instruction program and the local school system or supervising entity agrees.

[\[COMAR 13A.08.01.02B\(2\) & COMAR 13A.10.01.04\]](#)

3. Are there regulations that govern home instruction in Maryland?

Yes. The home instruction regulations are found in the Code of Maryland Regulations (COMAR) 13A.10.01. The purpose of these regulations is to establish a procedure to be used by the superintendent of each local school system to determine if a child participating in a home instruction program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.

You can access the home instruction regulations online at the following link:

<http://www.dsd.state.md.us/COMAR/ComarHome.html>

4. May a local school system establish additional requirements for home instruction?

No. A local school system may not impose additional requirements for home instruction programs other than those in the home instruction regulations.

[COMAR 13A.10.01.01F]

5. What must a parent or guardian do before beginning home instruction?

A parent or guardian who chooses to provide a home instruction program for his or her child must sign a statement on a form prescribed by the Maryland State Department of Education, indicating consent to home instruction requirements. The home instruction regulations specify that the form must be submitted to the local superintendent or designee at least 15 calendar days prior to beginning home instruction. A parent can be held responsible for unexcused absences when a child has been withdrawn from public school but the notice of consent has not been filed and instruction has not been initiated. The parent or guardian should contact his or her local school system for a copy of the applicable form and COMAR 13A.10.01 (the home instruction regulations). Content on the form that is not prescribed by the Maryland State Department of Education will be marked as “optional.”

Once a home instruction program has begun, the parent or guardian must annually verify its continuation with the local school system or nonpublic school or institution that is supervising the program. In addition, the parent or guardian must notify the local school system or supervising entity if any change in status occurs during the school year.

[COMAR 13A.10.01.01B & COMAR 13A.10.01.05C & D]

6. Do I have to notify my school system and comply with the home instruction regulation if my child is taking classes on-line from an accredited program that awards diplomas?

If the on-line school is not a Maryland public school or approved Maryland private (non-public) school, the student must be included as a home schooled student. Every resident in Maryland with school-aged children must comply with the Maryland compulsory attendance law. (Education Article, §7-301, Annotated Code of Maryland). Students are required to attend a Maryland public school, approved Maryland private (non-public) school, or be home schooled pursuant to the home schooling regulations.

7. Does the local school system or the Maryland State Department of Education provide a required curriculum to use for home instruction?

No. A parent or guardian who chooses to provide a home instruction program for his or her child is responsible for selecting the curriculum and/or instructional materials to be used. The home instruction regulation outlines certain aspects of the program that must be present, but also reserves for the parent or guardian a certain amount of flexibility to create a program that meets the needs of the child. The home instruction program is not required to be aligned with Maryland's College- and Career-Ready Standards.

8. Are any subject areas mandatory to a home instruction program?

Yes. The home instruction program shall include instruction in English, mathematics, science, social studies, art, music, health, and physical education. Given that these subjects are to provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age, they need not be offered more frequently than would be expected in the public schools.

[COMAR 13A.10.01.01C(1)(b)]

9. What types of instruction may a home instruction program include?

As the provider of a home instruction program, the parent or guardian may choose to teach his or her child inside or outside of the home, and may also arrange for individualized instruction to be delivered by another person inside or outside of the home. Either way, the parent or guardian remains ultimately responsible for compliance with the home instruction regulations. The parent or guardian may utilize traditional curriculum, textbooks, unit studies, online courses, and other instructional materials or delivery methods chosen by the parent or guardian that do not conflict with COMAR.

Some families may seek to utilize a co-op arrangement, in which a group of parents and guardians come together to provide instruction to all of their children in certain subjects or on certain days, either by dividing teaching duties among them or by collectively hiring a tutor. While this may be used to supplement a home instruction program, a co-op cannot provide regular daily instruction to an organized group of students who are not in the same family because this may constitute an unapproved nonpublic "school." In that event, the Nonpublic

Approval Branch of the Maryland State Department of Education may take action against the operator(s) of the co-op under COMAR 13A.09.09.

[COMAR 13A.09.09.02B(12)]

10. Does a home instruction program have to follow the regular school year?

Not exactly. The home instruction regulation only requires that the home instruction program take place on a regular basis during the school year and be of sufficient duration to implement the instruction program. Some families mirror the regular school year but adjust the weekly schedule of their home instruction program to accommodate certain religious holidays or the work schedule of the parent or guardian. Other families choose to provide home instruction year-round and, as a result, take more frequent but shorter vacations during the year. Therefore, the parent or guardian should coordinate with the local home instruction coordinator, who is often a 10-month employee, so that both parties are aware of when required reviews of the home instruction program will occur.

[COMAR 13A.10.01.01C(1)(c)]

11. Must home instruction be supervised in Maryland?

Yes. A parent or guardian who chooses to provide a home instruction program for his or her child must submit to portfolio reviews by the local school system or be supervised by one of the following entities: 1) a nonpublic school that holds a Certificate of Approval from the Maryland State Department of Education; 2) a church-exempt nonpublic school; or 3) an institution (education ministry) offering an educational program operated by a bona fide church organization. You can access a list of nonpublic entities registered to supervise home instruction at the following link:

<http://www.marylandpublicschools.org/msde/nonpublicschools/nphomeinst/index.html>

[COMAR 13A.10.01.01E & COMAR 13A.10.01.05]

12. What must a nonpublic school or institution do before supervising home instruction?

Before beginning to supervise home instruction, the head of the legal authority of a nonpublic school or the chief officer of a bona fide church organization that elects to supervise home instruction must contact the Maryland State Department of Education for registration procedures. Registration procedures include the completion of an official registration form that can be obtained by calling the Nonpublic School Approval Branch of the Maryland State Department of Education at (410) 767-0407.

[COMAR 13A.10.01.05]

13. What may a reviewer from the local school system ask to see in a portfolio of materials?

The reviewer may ask to see materials that demonstrate the parent or guardian is providing regular, thorough instruction during the school year in the required subject areas. Some items that the parent or guardian may provide include instructional materials, reading materials, and examples of the child's writing, worksheets, workbooks, creative materials, and tests. This is not an exhaustive list, though, and thus the parent or guardian may provide other materials that he or she finds relevant, so long as they are sufficient to demonstrate regular, thorough instruction.

Portfolio reviews occur twice a year, at the end of each semester. No more than three reviews can occur during a school year. Although the parent or guardian must agree to permit a representative of the local school system to review the portfolio, discuss the instructional program, and observe instruction, the local school system can only conduct its reviews at a time and place mutually agreeable to both parties.

[COMAR 13A.10.01.01D & E]

14. What do I do if the local school system deems my home instruction program deficient?

If a local superintendent determines on the review of a home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction in conformity with the home instruction regulations, the local superintendent or designee shall notify the parent or guardian in writing of any deficiencies in the program. Within 30 calendar days of receipt of the written notification, the parent or guardian must provide evidence that the deficiency has been or is being corrected. If sufficient evidence is not provided, the child shall be promptly enrolled in a public or nonpublic school.

[COMAR 13A.10.01.03]

15. Can a tutor or someone other than the parent or guardian be hired to teach a child who is engaged in a home instruction program?

Yes. Home instruction is not limited to a parent or guardian teaching his or her child at home. As the provider of a home instruction program, the parent or guardian is ultimately responsible for complying with the home instruction regulations, but he or she may design a program that utilizes a variety of instructors and locations of instruction for his or her child. While the home instruction regulations refer to "child" in the singular, other adults may also provide regular daily instruction to siblings in the same family.

When children from multiple families are involved, however, instruction from another adult should be supplemental to the home instruction program as described above. If an organized group of students who are not in the same family is being instructed on a regular daily basis by someone other than their parent or guardian, then the educational program may constitute an unapproved nonpublic "school." As such, the operator(s) of the educational program

would have to comply with the requirements of COMAR 13A.09.09 and should contact the Nonpublic Approval Branch of the Maryland State Department of Education.

[COMAR 13A.09.09.02B(12)]

16. Must the parent, guardian, or other instructor be a certified teacher?

No. The home instruction regulations do not require the parent, guardian, or other instructor to have teacher certification in order to deliver home instruction.

[COMAR 13A.10.01.01F]

17. May a child receiving home instruction participate in the standardized testing program that is offered by the local school system?

Yes. A child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend. It is the responsibility of the parent or guardian to contact the public school that the child is eligible to attend to find out the testing schedule and to make arrangements for participation prior to the testing date.

[COMAR 13A.10.01.02]

18. Is a child receiving home instruction entitled to participate in any other aspects of the instructional or extracurricular programs offered by the local school system?

No. The home instruction regulations do not include a provision to allow children receiving home instruction to participate in courses or activities offered by the local school system other than the standardized testing programs.

[COMAR 13A.10.01]

19. May a child receiving home instruction participate in courses and activities that are offered by entities other than the local school system?

Yes. The home instruction regulations expressly authorize enrollment on a part-time or full-time basis in courses offered by accredited or unaccredited colleges. Actual enrollment is subject to acceptance by the college and payment of any required tuition and fees. A parent or guardian who chooses to enroll his or her child in college courses may elect to provide to the local superintendent or designee a copy of a report card or transcript from the college at the conclusion of each semester in lieu of a portfolio of materials for those courses.

With regard to private schools, a child receiving home instruction may also participate in private school courses, provided that the child has been accepted by the private school and arrangements have been made regarding tuition. As long as the student is using those courses for home instruction, they must be registered as home instruction students and follow all home instruction regulations. As for participation in other private school activities, the

Maryland Public Secondary Schools Athletic Association (MPSSAA) has approved Standards of Competition that, if met, allow a child who is participating in a home instruction program to compete as a member of a private school sports team against MPSSAA member schools. Such participation, however, is at the discretion of the private school. You can access the MPSSAA Standards of Competition online at the following link:

http://www.mpssaa.org/assets/1/6/Standards_Of_Competition_Form.pdf

[COMAR 13A.10.01.01C(2) & COMAR 13A.10.01.05B; COMAR 13A.06.03.04]

20. What is the process for a child receiving home instruction to return to a public school?

The parent or guardian must contact the local school system for specific procedures regarding transferring from home instruction to enrollment in a public school. The local superintendent or designee shall determine by an evaluation the placement of the child and any credits to be awarded toward high school graduation. The evaluation may include administration of standardized tests and examinations and interviews with the child.

[COMAR 13A.10.01.04]

21. Does a child receive a Maryland High School Diploma upon completion of his or her home instruction program?

No. A Maryland High School Diploma is a specific kind of high school diploma that can only be issued by public schools, and which can only be issued after a child has met the requirements of COMAR 13A.03.02.09B. This type of diploma is therefore not available to students who complete their secondary education in a home instruction program. If a child transfers from a home instruction program to a public school and meets all graduation requirements, then he or she may receive a Maryland High School Diploma.

Alternatively, if a child is enrolled in a nonpublic or church-exempt school and meets that school's graduation requirements, then the child may receive a diploma issued by that school's legal authority. COMAR 13A.09.09.09E states, however, that the diploma of a nonpublic secondary school may not imply that the requirements for graduation from a Maryland public secondary school have been met. Similarly, there is no provision that prohibits a parent or guardian, or a supervising nonpublic school or institution, from issuing a diploma upon completion of the home instruction program, but it may not imply that it is a Maryland High School Diploma.

Another option is to obtain a Maryland High School Diploma by examination, which requires that a child successfully complete the General Educational Development (GED) test. If a child is 16 years old or over, and is either participating in a home instruction program or has completed such a program, he or she may register for the GED test. If the child has not completed his or her home instruction program, however, and does not achieve passing scores in all subject matters on the GED test, the child must continue to participate in a home instruction program or enroll in school until he or she reaches the compulsory attendance

age. For questions about GED requirements, contact the GED Testing Office of the Maryland Department of Labor, Licensing, and Regulation (DLLR) at (410) 767-0538. You can access more information online at the following link:

<http://www.dllr.maryland.gov/gedmd/ged.shtml>

[COMAR 13A.03.02.09B & D]

22. Does the Maryland State Department of Education provide information about home instruction support groups?

No. The Maryland State Department of Education does not collect information about home instruction support groups. The Department does, however, maintain the names and addresses of the nonpublic schools and bona fide church organizations that are registered to supervise home instruction in Maryland.

23. To whom should I direct additional questions?

For questions about beginning to provide a home instruction program, portfolio reviews, standardized testing, special education services, and transferring to a public school, contact your local school system directly. You can access a list of local home instruction program coordinators at the following link:

http://marylandpublicschools.org/MSDE/divisions/studentschoolsvcs/student_services_alt/index.html

For questions about the requirements of the home instruction regulations and other matters of concern that pertain to home instruction, contact the Student Services and Strategic Planning Branch of the Maryland State Department of Education in Baltimore at (410) 767-1407.

For questions about nonpublic entities that are registered to supervise home instruction, contact the Nonpublic School Approval Branch of the Maryland State Department of Education in Baltimore at (410) 767-0407. You can access a list of nonpublic entities registered to supervise home instruction at the following link:

<http://www.marylandpublicschools.org/msde/nonpublicschools/nphomeinst/index.html>

Directions for Completing the Home Schooling Notification

Part A:

- Include the names of all students in your family being home schooled along with their gender, birth dates and current grade.
- Race is optional.
- Parent Information must be fully completed with street address and mailing address, if they differ.
- Alternate method of contact is helpful but optional.

Part B:

- Please read the COMAR and local policy and procedures enclosures before completing this section.

Part C:

- Parents choosing “A” are agreeing to have Garrett County Public School staff reviewing a portfolio of their child(ren)’s work twice a year. When choosing “A”, the name of the non-public school is not required.
- Parents choosing “B” are agreeing to use either correspondence courses under the supervision of a school or institution that meets the requirements of Maryland school law which includes the following components:
 1. Pre-enrollment conferences with parents or guardians,
 2. Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school,
 3. Annual visits by supervisory personnel to the site where the pupil is receiving instruction, and
 4. Conference with parents or guardians at appropriate intervals during the period of enrollmentOR
- 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:
 1. 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
 2. Assignment of a school-based teacher to assist the home teacher in using correspondence courses and to assist the pupil by issuing progress reports, marking papers and grading tests. Attached is a list of nonpublic schools with a certificate of approval from the State Board of Education in our area. The complete list for the entire state can be found on the Maryland State Department of Education website:

http://www.msde.state.md.us/nonpublic/home_instruction/DisplayLocationsByCounty.asp

THIS PAGE LEFT INTENTIONALLY BLANK

Garrett County Public Schools

Home Schooling Notification

Instructions: Complete and return to the address on the bottom of the form.

State law requires that this form must be submitted at least fifteen (15) days prior to starting home schooling.

PLEASE PRINT: ALL SECTIONS MUST BE COMPLETED BY PARENT OR LEGAL GUARDIAN

PART A: TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

STUDENT(s) NAME			GENDER		BIRTHDATE	CURRENT GRADE
Last	First	Middle	M	F	Month/Day/Year	

Race (Optional):

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ White ☐ Hispanic/Latino ☐ Native Hawaiian or other Pacific Islander

Public School Your Child Last
Attended:

Parent/Guardian's Name:

Last First Middle

Mailing Address:

City State Zip Code

Phone Number: Email Address:

PART B:

- _____ I hereby CERTIFY that I have read and understand the requirements in COMAR 13.A.10.01.01.05, Home Instruction Program, attached hereto.
- a. _____ I would like my child/children to participate in the state assessment testing; or
b. _____ I would not like my child/children to participate in the state assessment.

PART C: (A SEPARATE PART C MUST BE COMPLETED FOR EACH CHILD)

Student Name: _____

Parent/Guardian must select either A or B

Parents selecting A: will maintain a portfolio of materials which demonstrates that regular, thorough instruction is being provided according to .01C, .01D and .01E. The portfolio will be reviewed by the local school system's personnel at least twice during the year at a mutually agreeable time and place.

A. ☐ I hereby AGREE that I will comply with state regulation COMAR 13A.10.10.01C, .01D and .01E

or – Parents selecting B: will use correspondence courses under the supervision of a school or institution offering an educational program operated by a bona fide church organization that provides for .05A(1), .05A(2), .05A(3), and .05A(4), or under the supervision of a nonpublic school with a certificate of approval from the State Board of Education that provides for .05B(1) and .05B(2). The local school system will verify this information. Please note that the school system will not conduct portfolio review for parents teaching under .05A or .05B.

B. ☐ I hereby CERTIFY that I will be using correspondence courses under the supervision of a nonpublic school with a certificate of approval from the State Board of Education, or under the supervision of a school or institution offering an education program operated by a bona fide church organization under COMAR 13A.10.10.05.

Name of Nonpublic School

Address: _____

City/County

State

Zip Code

Signature, Parent/Guardian

Date

Please indicate program of student before enrolling in home schooling.

Public School: _____

Nonpublic School: _____

Special Education with IEP: _____

Other: _____

FOR LEA USE ONLY

Signature of LEA Staff Receiving Form

Date

Please return form to:

Name of Local Coordinator: GARRETT COUNTY PUBLIC SCHOOLS, Department of Pupil Services

Local Board of Education Address: 40 South Second Street, Oakland, MD 21550