

10.0

HOME SCHOOL EDUCATION

STUDENT PROGRESSION PLAN

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10.100 DEFINITION OF HOME EDUCATION

10.101 Definition of Home Education

Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.20; F.S.. Current law does **not** prescribe a curriculum or course of study for home education programs.

10.102 Establishing a Home Education Program

As required by Section 1002.41, F.S., to establish a home education program and maintain compliance with the statute, a parent must:

10.1021 Notice of Intent

Send a written notice of intent to the school district superintendent.

10.1022 Portfolio

Maintain a portfolio of records, consisting of a log of educational activities, writings, worksheets, and creative materials used or developed by the student.

10.103 Portfolio Inspection

Make the portfolio available for inspection by the superintendent upon a 15 day notice.

10.104 Evaluation

Provide an annual educational evaluation for the student's educational process to the superintendent.

10.105 Portfolio Retention

Preserve each student's portfolio for two (2) years.

10.106 Letter of Termination

Submit a letter of termination upon completion of the home education program or change of residence.

10.200 ENROLLING INTO HOME EDUCATION

10.201 Withdrawal from Public School

Parent/guardian withdraws student from current school and advises school of intent to home school.

10.202 Intent to Home School

Current school provides parent/guardian "*Intent to Establish a Home Education Program*" form. This form is also available through the Home School office.

10.203 Submission of Intent Form

Parent/guardian submits "*Intent to Establish a Home Education Program*" form to the Home School office in person. **The student is required to be present at the time of submission.**

10.204 Acceptance of Intent to Home School

Upon acceptance of "*Intent to Establish a Home Education Program*" form; the Home School office advises student's previous school and student is transferred into Home School department.

10.205 Home School Records

Home School office maintains a student homeschool file; however, the student's cumulative file remains at the previous school.

10.206 Withdrawal from Home School

If a parent/guardian withdraws a student from a Santa Rosa School and notifies the school they are home-schooling the student, **yet does not submit** the "*Intent to Establish a Home Education Program*" form to the Home School office:

After three (3) school days of non-attendance or non-submission the Home School office will attempt to contact the parent by phone and/or registered letter.

- a. **If the parent/guardian is reached**, the intent to educate the student will be determined. Parent/guardian will be advised of truancy laws and policies. If the parent or guardian does **not** submit the "*Intent to Establish a Home Education Program*" form to the Home School office or return to the traditional school within two (2) school days, the **Home School office will advise the previous school to initiate truancy procedures.**
- b. **If the parent/guardian cannot be reached**, the Home School office **will advise the previous school to initiate truancy procedures.**

10.300 CURRICULA OF STUDENTS IN HOME EDUCATION

10.301 Course of Study

Florida law does **not** prescribe a curriculum or course of study for home education programs. **It is the sole responsibility of the parent/guardian to:**

- a. Select appropriate educational materials,
- b. Maintain a comprehensive portfolio, *and*
- c. Provide timely annual assessment results in accordance with Florida Statutes to the Home School office.

10.302 Diploma

Home Education students, whether or not they take online classes, **do not receive diplomas** from the Santa Rosa County School District.

10.400 ESE SERVICES AND HOME SCHOOL STUDENTS

10.401 Students with Suspected Disability

The Santa Rosa School District will provide evaluations for Home Education students whose parent/guardians' suspect their child may have a disability. This service is provided through the Child Find office located at the Berryhill Administrative Complex.

10.402 IEP (Individual Education Plan)

Should a Home School student who has been evaluated through the Child Find office return to the public school setting, the development of an IEP will be considered using the district's RTI/MTSS procedures.

10.403 IEP and ESE Services

Home School students with IEPs are **not provided ESE services by the Santa Rosa School District**. This includes gifted support. The Home Education parent/guardian assumes **complete** responsibility for the education of the student. This includes all accommodations and services the school district would provide if the student were enrolled in a public school.

10.500 VIRTUAL SCHOOL AND STUDENTS IN HOME EDUCATION

See Section 9.600

10.600 EXTRACURRICULAR ACTIVITIES AND STUDENTS IN HOME EDUCATION

10.601 Elementary students

Grades K-5 enrolled with the district as Home School students are not eligible to participate in elementary activities.

10.602 Secondary students

Grades 6-12 enrolled with the district as Home School students are eligible to participate in extra-curricular interscholastic activities at the student's school of residence as established by the school district's attendance zones. In order for a secondary home-educated student to be eligible to participate, each of the following must be met:

- a. The student must meet all requirements of the Home Education Program described in Section 10.100.
- b. The parents/guardians of the home education student must certify to the Principal that the student meets the minimum grade point average as prescribed in article 6.6061 *and* has passed each class for which enrolled for each grading period to coincide with the school's grading periods.
- c. The home education student must meet the same standards of acceptance, behavior, and performance required of other students participating in the extra-curricular activity.
- d. The student must register with the school with their intent to participate as a representative of the school prior to the beginning date of the season for the activity in which participation is requested.
- e. The student must certify, by a physical examination by a licensed physician on the "Santa Rosa County Schools Athletic Participation Screening Form", their fitness to participate in the extracurricular activity. Proof of medical insurance must also be certified on this form by the parent.
- f. A home education student will not be eligible to participate in inter-scholastic activities at a District school if the student is under discipline sanctions from any other public, private, or parochial school, in or out of the State of Florida.
- g. A senior that withdraws to be home educated and re-enrolls in Santa Rosa County Schools, must do so at the Santa Rosa Adult High School. However, in situations involving exceptional students, the IEP Team may convene to determine grade placement.
- h. **Home School students are excluded from participation and membership of all school clubs associated with a Santa Rosa District school.**

10.603 Home School Eligibility for Athletics

10.6031 Registration in Home Education

Student must be registered with the Home Education office of the district in which they reside.

10.6032 Participation

Students may participate at the school they would attend if they were enrolled in a public school.

10.3033 EL7 Form

The student must complete and submit a separate registration form (EL7 Form) to the zoned school's athletic director by the established deadline.

10.3034 EL7V Form

The Verification Form (EL7V) must be completed and signed by the district's Home Education director and dated the current school year.

10.3035 County Registration

The original date of the registration with the county is prior to the first day of school for the current school.

10.3036 GPA Requirements

The student is a first semester 6th or 9th grader OR for Grades 6-8 the previous semester GPA is ≥ 2.0 OR for Grades 9-12 the cumulative GPA is ≥ 2.0 .

10.3037 Residence Zoned School

The school must be the public school the student is zoned to attend.

10.3038 Courses

- A. Based on current courses in Section B of the EL7 Form >50% are being taught ***solely*** by the parent **the student is eligible- submit EL13S Form or**
- B. Based on current courses in Section B of the EL7 Form <50% is from a single public or FHSSA private school *(If not the student is only eligible at that public or FHSSA private school- submit EL 13S Form) or*
- C. Based on current courses in Section B of the EL7 Form <50% is from Florida Virtual School or a School District Virtual School *(If not see Part B below) or*
- D. Based on current courses in Section B of the EL7 Form <50% is through dual enrollment at a college or university *(If not see Part C below) or*
- E. Based on current courses in Section B of the EL7 Form <50% is from all other locations or services. *(If not see Part D below)*
- F. If items B, C, D, and E above are all correct **the student is eligible- submit EL13S Form**

10.604 Part B – Florida Virtual School/District Virtual School

1. If the form indicates 100% FLVS or Dist. VS, the student must be enrolled in FLVS FT (FLVS Full Time) through Connections Academy. If so, the student is eligible as a FLVS-FT Public Program student. Submit EL13S Form.
2. If the number is greater than or equal to 50%, the parent must submit the FLVS "Cum. Academic Report".
From the report:
 - A. "A" **must** indicate "Home Schooled...." followed by the name of the county in which the student resides.
 - B. "B" **may** indicate Florida Virtual School or the District Virtual School name.
 - C. "C" will list the courses the student has requested or is currently enrolled in;

The second column, "Virtual School Name", **must** indicate "FLVS" in a majority of the courses. If so, then the student is eligible, submit the EL13S Form. If not, the school must call the FHSSA.

10.605 Part C – Dual Enrollment

Home education students are permitted dual enrollment opportunities through state statutes (1007.271 F.S.) However certain requirements must be met.

1. **If** the parent has an Articulation Agreement with the college or university then the student is eligible, submit the EL13S Form. This is not a requirement of all home educated, dual enrolled students.
2. **If there is no Articulation Agreement**, contact the college or university:
 - a. Verify that the student is registered with the college or university as a home education student; **and**
 - b. Verify that the student is responsible for their own transportation, textbooks and instructional materials; **and**
 - c. Verify that the student is not registered at any public or private school, in name only, and receiving credit at any public or private school for any courses taken at the college or university.Once each of the above has been verified, the student will be eligible; submit the EL13S Form.

10.606 Part D – Other Locations and Services

If the parent is using one of the following services 50% or more of the time for the education of their child(ren) they must identify the location of the service and provided the service meets the criteria listed below the student is eligible, submit the EL13S Form, otherwise the student is not eligible.

10.6061 Correspondence Schools

A correspondence school is one in which the school sends material to the parent for the student to study and the material is submitted back to the school for evaluation. This is an acceptable service, provided the correspondence school is **located out-of-state** with the exception of *A Beka Academy*.

10.6062 Online Services

An online service is one in which the student complete his/her studies via a computer and the studies are evaluated based on the work complete via the computer. This is an acceptable service, provided the online service is **located out-of-state** with the exception of Florida Virtual School (see Part B).

10.6063 Private Schools

Private schools registered with the Florida Department of Education, including “umbrella” schools – these schools are acceptable provided less than 50% of the courses are being taken through a single one of these schools. To check to see if the private school is registered with the Florida Department of Education you will need to know the county in which the school is located (it may not necessarily be in the county in which the student resides or even a neighboring county) and you can look the school up at www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/.

10.700 MAINTAINING A HOME SCHOOL PORTFOLIO

10.701 Home School Portfolio

The parent/guardian of the Home School student must maintain a portfolio for each school year.

10.702 Definition of Portfolio

A portfolio is a log of educational activities made contemporaneously with the instruction. It must designate by title any reading materials. It must also contain samples of writings, worksheets/workbooks/assignments or creative materials representative of each subject of study used or developed by the student.

10.703 Inspection of Portfolio

Portfolios are to be kept by the parent/guardian for at least two (2) years. The portfolio shall be made available for inspection by the Superintendent or the Superintendent's agent upon a 15-day written notice to the parent/guardian.

10.704 Attendance

Parents/guardians of students who have exhibited a pattern of non-attendance in a traditional school shall submit a portfolio to be reviewed by the home education review committee every 30 days until the committee deems the program is in compliance with Section 1003.26, F.S.

10.705 Failure to Comply

Failure to provide the portfolio, as described in 10.700 ii, will result in notification of the Superintendent and the student's termination from the Home School program. The parent/guardian will be required to enroll the student into either a public, parochial, religious, or denominational school; or a private school (*see Section 1002.41, F.S. for specific criteria*) within three days of termination or be out of compliance with the compulsory attendance laws of the state of Florida and may result in criminal prosecution of the parent under Section 1003.27(2), F.S.

10.800 ANNUAL EVALUATIONS OF HOME SCHOOL STUDENTS

10.801 Submission of Evaluations

Annual evaluations are submitted by the parent/guardian to the Home School office. Annual evaluations are due on or before the anniversary date of enrollment into Home Education.

10.802 Annual Evaluation Requirement Options

A parent/guardian has five (5) options available to satisfy the Annual Evaluation requirement. These are listed below:

10.8021 Evaluation by Florida-Certified Teacher

A Florida-certified teacher, chosen by the parent/guardian, may evaluate the child's progress based upon a review of the portfolio and discussion with the child. Upon completion of the evaluation, the Florida-certified teacher will submit the district-provided Written Evaluation Form to the Home School office; or

10.8022 Nationally-Normed Achievement Test

The student may take any nationally-normed student achievement test administered by a certified teacher; or

10.8023 State Student Assessment Test

The student may take a state student assessment test used by the school district and administered by a Florida certified teacher at a location under testing conditions approved by the school district; or

10.8024 Psychological Evaluation

The student may be evaluated by a psychologist holding a valid, active license pursuant to the provisions of Section 490.003(7) or (8), F.S. or

10.8025 Measurement Tool Approved by District

The student may be evaluated with any other valid measurement tool, as mutually agreed upon by the school superintendent of the district in which the student resides and the student's parent/guardian.

10.803 Virtual School Transcript

Submission of a virtual school transcript does not satisfy the Annual Evaluation requirement.

10.804 Failure to Submit a Timely Annual Evaluation

Failure to submit a timely annual evaluation places the student's home school program in non-compliance. Timely is defined as being within 30 days of the anniversary date of enrollment into Home Education. After notice has been provided to the parent, the superintendent may terminate the home school program for being out of compliance. Upon termination, the parent/guardian has three (3) days to enroll the student into their zoned school or be in violation of Florida's compulsory attendance laws.

10.805 Failure to Demonstrate Educational Progress

The district school superintendent or designee shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school superintendent shall notify the parent, in writing, that such progress has not been achieved. The parent shall have one (1) year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the one (1) year probationary period, the student shall be re-evaluated as specified in section 10.800. Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

10.900 Returning/Enrolling Into A Public School From Home School

10.901 Parent/Guardian Responsibility to Home School Department

The parent/guardian shall submit a "Notification of Termination of a Home School Education Program" to the Office of Home School. This form is obtained through the Home School Department.

10.902 Parent/Guardian Responsibility to Receiving School

Upon submission of the "Notification of Termination of a Home School Education Program" to the Office of Home School, the parent/guardian shall enroll the student into the receiving school.

10.9021 Requirements For Receiving School

The parent/guardian shall provide the receiving school a copy of the most recent Annual Evaluation if the student has completed a full year of Home School education.

10.9022 Grade Placement Criteria

The school Principal is responsible for making appropriate grade placement of the student based on:

- A. Age and maturity;
- B. Academic skills and abilities based upon the results of standardized tests or diagnostic assessments administered by the school's personnel;
- C. Previous records in public and private schools; and
- D. Evidence of work and achievements while in home education.

In no instance shall the placement be based solely on the recommendation of the home educator.

*If returning to public school during the student's 6th grade year, see 10.930 below.

10.903 Returning to Public School from a Home Education Program

10.9031 Grades 7-12 -Requesting Course Credits

Santa Rosa Online and Florida Virtual School and regionally accredited school course credits will be accepted at face value and granted upon entering public school.

10.9032 Home Education Course Credits

Home education course credits shall be validated by performance in classes at the receiving public school. A student shall be placed at the appropriate sequential grade level and should earn a minimum of a "C" at the end of the first grading period for the course(s) he/she is requesting credit. **Students who do not meet this requirement** shall have credits validated using the Alternative Validation Procedures.

10.9033 Alternative Validation Procedures

- A. Portfolio evaluation by the home school designee; along with district portfolio evaluators shall examine and determine mastery of all state curriculum frameworks and standards. If the portfolio(s) meet all state and district guidelines, course credit(s) will be awarded; or
- B. Written recommendation by a Florida "General Education" certified teacher selected by the parent and approved by Superintendent's home school designee; or
- C. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools; or
- D. Demonstrated proficiencies on nationally-normed standardized subject area assessments; or demonstrated proficiencies on district subject area exams; or
- E. Demonstrated proficiencies on FCAT 2.0/EOC; or
- F. Written review of the criteria utilized for a given subject provided by the former school. Students will be provided at least 90 days from the date of transfer to prepare for assessments outlined in (D) and (E) above.

10.9034 Earning A Diploma

Students must be enrolled at least the final semester of their senior year to be able to earn a diploma from the high school, and graduate with his/her class. Students will be required to complete all graduation requirements.

10.904 Students Completing High School In A Home Education Program

10.9041 Diploma Options

- A. At the point the student has completed high school work; the student may register to take the General Education Diploma (GED) at Santa Rosa Adult High School, Pensacola State College, Adult High School, or any other facility at which the GED program is offered. The GED will be awarded if a passing score is earned. Parent submits letter of termination to the Home School office upon completion of GED.
- B. Home Education students will not receive a diploma from the School District of Santa Rosa County unless they withdraw from Home Education and enroll and take classes in a regular high school program at least the semester in which his/her class graduates, and has earned enough credits to graduate and met all graduation requirements.
- C. Home Education students may choose to graduate from a regionally accredited correspondence program. See Florida Department of Education Home School website for this information at www.fldoe.org.
- D. Home Education students may complete their home education high school program through a portfolio evaluation by a Florida Certified teacher or standardized test score taken while in 12th grade.

10.905 6A-1.09941 State Uniform Transfer of High School Credits

- (1) Credits and grades earned and offered for acceptance shall be based on performance during the first grading period as outlined in subsection (2) of this rule.
- (2) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 **at the end of the first grading period** for the course(s) he/she is requesting credit.

Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in previous section.

10.906 Request for High School Credit

Specific Authority 1003.25(3) FS- Law Implemented 1003.25(3) Florida School Code-History - New 8-28-2000. Formerly 6-1.099, Amended 9-22-2003

Parent(s) shall provide the superintendent's home education designee with the portfolio and a request for high school credit form for each course they wish to have evaluated for credit.

- The portfolio shall consist of a log which is made contemporaneously with the instruction, a list which designates by title any reading material used, and samples of any writing, worksheets, workbooks, and creative materials used or developed by the student.
- The alternative education/home education designee shall, in consultation with the Director of Secondary Education and District portfolio evaluators, review the Florida course description and determine that it matches a course listed in the State Course Code Directory. The portfolio shall be examined to verify that proof of mastery of all state curriculum frameworks and Sunshine State Standards of the listed course are included therein. If the portfolio meets all state and district guidelines, credit will be awarded.
- The evaluation/validation team may recommend the student take the final exam for the course in which he/she is requesting credit if enough evidence is not present in the portfolio to recommend granting credit. The exam shall be administered to the student within ninety days of enrolling in the school. Upon passing the exam, credit for the course will be awarded.
- To receive any type of diploma from a district school, home education students shall attend that school for a minimum of one semester, which includes the last semester prior to graduation. Upon enrollment in the district assigned school, the portfolio(s) shall be reviewed and evaluated for credit.