

# SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

## HOME EDUCATION INSTRUCTION

CODE IHBG-R&P

### Eligibility:

The Shaker Regional School District acknowledges the right of a parent to provide their own child's education in a home-based setting within the parameters of certain requirements of enrollment and evaluation set by the New Hampshire Department of Education. In order to provide home or non-public education, parents are required to notify (in writing) either the Superintendent of Schools, the Commissioner of Education or the principal of a New Hampshire private school and must receive a letter from them acknowledging the planned home education program meets the state requirements. The procedures which follow are meant to:

1. Standardize the enrollment and evaluation process for parents who choose the Shaker Regional School District as the agency to participate in the home education program.
2. Make possible a fair and consistent relationship with all the home education programs for which the district is designated as the participating agency, especially in those areas left by the State to the discretion of the local school agency.

### Enrollment Procedures:

1. To facilitate the process of filing a letter of intent, parents are requested to use the attached form in registering their intent to operate a home-based education. The purpose of this form is to provide for efficient and economical handling of program registration, and to comply with NH RSA 193-A and ED 315.
2. Parents initiating home education programs with the District must file a letter of notification within 5 (five) business days of commencement of the home education program. Such notification shall include the names, addresses and birth dates of all children who are participating in the home education program.
3. If such notice is provided to the Superintendent, he/she shall acknowledge receipt of notification within fourteen (14) days.
4. Annual notification of intent to home education is not required.
5. Conventional attendance policies of the District and State Law apply to all students within the District until the Commissioner of Education, the Superintendent, or a non-public school principal acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged. If a child is already enrolled in the Shaker Regional Schools, a letter of notification must be received before the child is withdrawn from a district school, or the child will be considered truant if absent.
6. The New Hampshire Department of Education requires the Shaker Regional School District to submit a roster of home educated students to their office by October 1 of each school year.

### Evaluation Procedures:

1. Parents must maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of education progress at a level commensurate with the child's age and ability, in accordance with NH RSA 193-A and ED 315.

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2. Parents electing to request the school district's participation in the annual evaluation must make arrangements to do so with the appropriate building administrator as soon as practicable, provided the school district is the participating agency. In this case, the Superintendent shall provide evaluation services, if the parent so requests.
3. If the school district is not acting as the participating agency, the Superintendent may provide evaluation services at his/her discretion.

No fee will be required by the District when a parent uses evaluation services provided by the District.

### **Participation in the School District Curricular and Co-curricular Activities:**

Students who are receiving a home-based education are eligible to participate in individual classes with the Shaker Regional School District curriculum and in all extra-curricular activities on the same basis as students who are enrolled in the Shaker Regional School District schools. Participation in athletics at the high school level will be in accordance with the guidelines established by the NH Interscholastic Athletic Association. Parents are required to provide immunizations record in accordance with SRSB Policy JLCB.

### **Re-enrollment into the District Program:**

1. Parents deciding to re-enroll their children into the school district program following a period of home-based education will make arrangements with the building principal to provide for an evaluation process to determine appropriate placement in the school's program.
2. The parent of any student seeking to transfer from home-based education to the Shaker Regional School District schools will provide the district with all records concerning the courses taken by the child and the child's academic progress assessments that the parent has maintained according to law. These records, along with those of any standardized achievement tests that have been filed with the district, will be considered in placing the child in appropriate classes. Students who arrive without transcripts or other educational records which would indicate proper placement will be given standardized tests in the basic skills areas within 3 weeks of enrollment to facilitate proper placement.
3. Grade placement and eligibility for credits toward high school graduation of a child transferred from a home-education program to the Shaker Regional School District will be made by the Principal through the following process:
  - The Principal will evaluate the transferring student's current achievement and competency for each required subject and weigh those results against the achievement and competency test results taken by the students presently in the proposed grade.
  - After completing the evaluation of the transferring student, the Principal shall consult with the Superintendent and will then place the student into classes appropriate for his/her grade. Each student shall take a minimum course selection consisting of English, math, social science, and science.
4. Placements will be consistent with the School Board policy governing student placements, and are subject to the same appeal process.
5. Parents are responsible to remain aware of the scope and sequence of the district's curriculum and for aligning their home-based education program in ways that may eliminate conflicts to appropriate placements.

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### **Graduation/Diplomas:**

No certificates or diplomas will be awarded to home educated students by the Shaker Regional School Board. Students must enter the regular school program and complete all necessary graduation requirements to be eligible for a certificate or diploma.

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### Notification of Home Education Program

On or before the date a home education program will begin, a parent desiring to initiate a home education program must select a participating agency and provide them with the following information:

#### Parent Information:

(Last Name)	(First Name)		
(Street Address)			
(Town/City)	(State)	(Zip Code)	
(Day time phone number)			

#### Student Information:

(Last Name)	(First Name)	(Date of Birth)	(Grade level)
(Last Name)	(First Name)	(Date of Birth)	(Grade level)
(Last Name)	(First Name)	(Date of Birth)	(Grade level)
(Last Name)	(First Name)	(Date of Birth)	(Grade level)

**Program Start Date:** \_\_\_\_\_

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)

Please select from the following list of participating agencies and forward a copy of this completed form to that agency.

<input type="checkbox"/> Michael J. Tursi Superintendent of Schools Shaker Regional School District 58 School St. Belmont, NH 03220	<input type="checkbox"/> Ellie Riel Program Assistant Home Education NH Dept. of Education 101 Pleasant St. Concord, NH 03301-3860	<input type="checkbox"/> Non Public School Principal
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