Barrow County Schools

"Striving for Educational Excellence"

Dear Parent:

I have enclosed the home school information you requested. Please read through the packet carefully and familiarize yourself with the information provided.

If you choose to home school your child, you will be required to submit the Declaration to Utilize a Home Study Program form. This form is to be submitted annually. In addition, at the end of each month, you will be required to submit an attendance report. Both forms are located within this packet. You may make copies of these forms as needed.

Should you have any questions regarding anything you read within this packet, please contact me at 770.867.4527.

Sincerely,

Ken Greene, Director
Student Services

KG/rm

Enc

Student Services Department
179 W. Athens St.
Winder, Georgia 30680
(770) 867-1942 • Fax: (770) 867-4540

Barrow County Schools

"Striving for Educational Excellence"

Dear Parent:

In both the state and federal rules and regulations, each school system is charged to have in effect policies and procedures for the identification, location and evaluation of all students with disabilities residing in Georgia, regardless of the severity of the disability and who are in need of special education and related services (refer to 34 CFR 300.125). This policy or procedure includes students attending private schools and students who are home schooled and reside within the local school system.

If you suspect your child is a child with a disability, the Barrow County School System will be able to provide assistance in determining eligibility for services and possible program development to assist your child.

Sincerely,

Andrea Pender, Director
Special Education

AP/rm

Student Services Department
179 W. Athens St.
Winder, Georgia 30680
(770) 867-1942 • Fax: (770) 867-4540

Declaration of Intent to Utilize a Home Study Program

In accordance with provisions established by Georgia Law (O.C.G.A. § 20-2-690.1) requiring that every parent, guardian, or other person(s) residing within this state having control or charge of any child(ren) between six and sixteen years of age shall enroll and send such child to a public school, a private school, or a home study program, I hereby give notice to the superintendent of **Barrow County** School System, of my intent to provide for the child(ren) named below a home instruction program that meets the following requirements.

1. Parents or guardians may teach only their own children in the home study program, provided the teaching parent or guardian possesses at least a high school diploma or a general educational development (GED) equivalency diploma, but the parents or guardians may employ a tutor who holds a high school diploma or a general educational development diploma to teach such children;
2. The home study program shall provide a basic academic educational program which includes, but is not limited to, reading, language arts, mathematics, social studies, and science;
3. The home study program must provide instruction each 12 months to home study students equivalent to 180 school days of education with each school day consisting of at least four and one-half school hours unless the child is physically unable to comply with the rule provided for in this paragraph;
4. Attendance records for the home study program shall be kept and shall be submitted at the end of each month to the school superintendent of the local school district in which the home study program is located. Attendance records and reports shall not be used for any purpose except providing necessary attendance information, except with the permission of the parent or guardian of a child, pursuant to the subpoena of a court of competent jurisdiction, or for verification of attendance by the Department of Driver Services for the purposes set forth in subsection (a.1) of Code Section 40-5-22 (Teenage and Adult Driver Responsibility Act). *Because Code Section 40-2-22 applies to students above the age of 16, monthly attendance records should continue to be submitted for students who will be requesting a Certificate of Attendance in order to obtain their instruction permit or driver's license.*
5. Students in home study programs shall be subject to an appropriate nationally standardized testing program administered in consultation with a person trained in the administration and interpretation of norm reference tests to evaluate their educational progress at least every three years beginning at the end of the third grade and records of such tests and scores shall be retained but shall not be required to be submitted to public educational authorities; and
6. The home study program instructor shall write an annual progress assessment report which shall include the instructor's individualized assessment of the student's academic progress. Reports shall be retained by the parent(s) or guardian of children in the home study program for a period of at least three years.

***Special Ed.**	**Name of Student(s) Enrolled**	**Birth Date of Student(s)**
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Indicate by placing an "X" next to the name of any student who is identified as or suspected of needing special education services. Please note this section is optional.

The school year for this home study program is a 12-month period from ___/___/___ to ___/___/___. I will notify the superintendent if my address changes or if I discontinue the home school program.

Signature of Parent/Guardian: _____ Date Submitted: _____

Printed Name of Parent/Guardian: _____ Phone (optional): _____

Address:_____
(Street Number) (City/State/Zip)

A Declaration of Intent must be submitted to your local school district within 30 days after the establishment of a home study program and by September 1 annually thereafter. You may find contact information for all school districts at http://www.doe.k12.ga.us/_dbs/system_superintendents.asp.

HOME STUDY PROGRAM MONTHLY ATTENDANCE REPORT

Name of Home Study Program: _____ **Submitted to:** **Dr. Ken Greene, Director, Student Svcs.**

Address of Home Study: _____ **County/City School System:** **Barrow County School**

City/State/Zip Code: _____ **Address:** **179 W. Athens Street**
School Year: _____ **Beginning Date:** ____/____/____ **Ending Date:** ___/___/____ **City/State/Zip Code:** **Winder, GA 30680**

Student Name	Days in Month of _____																															# Days this month	# Days Year to Date
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Submitted By: _____ **Date:** _____

Signature of Parent/Guardian

INSTRUCTIONS

1. **Fill in the name and address of the Home Study Program as it appears on your Declaration of Intent to Utilize a Home Study Program.**
2. **Fill in the beginning and ending dates for the school year as they appear on your Declaration of Intent to Utilize a Home Study Program.**
3. **List each student's name as it appears on your Declaration of Intent to Utilize a Home Study Program.**
4. **Indicate each month and mark an "X" in the box for each day that satisfies the instructional requirements for the minimum 180-day school year.**
5. **Sign your name and fill in the date of the day you mail or deliver this report to the local school superintendent's office.**

HOME SCHOOL FREQUENTLY ASKED QUESTIONS

What are the basic provisions of the compulsory attendance law?

Every parent, guardian or other person residing within this state having control or charge of any child(ren) between their sixth and sixteenth birthdays must enroll and send such child(ren) to a public school, a private school or a home study program that meets requirements.

Who can operate a home study program?

Parents or guardians may operate a home study program for their child(ren) only, provided the parents or guardians meet specific requirements of the law.

Who is responsible for the enforcement of the law?

It is the duty of the local board of education and each local school superintendent to contact juvenile authorities if the forms are not sent to the superintendent as required by law.

According to the law, what is the first step in establishing a home study program?

Within 30 days after a program is established and by September 1 annually thereafter, the parents or guardians must file a Declaration of Intent with the local school superintendent. This Declaration must include the names and ages of the students, the address where the program is located and the dates of the school year. Upon request, the local school superintendent should provide the parent with the proper form

Are there any qualifications required for the parent who teaches the child?

Yes. If the teacher is a parent or guardian, s/he must have a high school diploma or general equivalency diploma (G.E.D.).

Can the parents or guardians employ someone else to teach in a home school program?

Yes, any employed tutor must have a high school diploma or general equivalency diploma (GED).

Does the law address curriculum requirements for home study programs?

Yes. The program must provide a basic academic educational program which includes (but is not limited to) instruction in reading, language arts, mathematics, social studies and science.

Is a home study program to be operated within specified hours?

No. The law only requires the program to operate the equivalent of 180 days or at least 4.5 (four and one-half) hours of instruction per day unless the child is physically unable to comply with this requirement.

Does the law specify any promotion requirements, testing or record keeping by the home study program?

The law does not specify any promotion requirements. However, it does stipulate that an "appropriate" nationally standardized testing program be administered in consultation with a person trained in the administration and interpretation of norm-referenced tests. The law further states that the student must be evaluated at least every three years, beginning at the end of third grade. Nationally-normed assessments must be given at the end of grades 3, 6, 9, and 12. Additionally, the records of such tests must be retained for three years.

Are progress reports or report cards required of home study programs?

The law states that the instructor must write an annual progress assessment report in each required subject area for each student and that the reports must be retained for at least three years.

Are home study programs required to keep attendance records?

Yes. The law requires that monthly attendance reports be submitted to the local school superintendent at the end of each month. Forms are available from your local school superintendent.

Should officials of the local public school system attempt to monitor the curriculum, the test program, student assessment process, student records or instruction time of home study programs?

No.

Are there any requirements in the law pertaining to facilities or health and safety standards?

No.

Are public school systems required by law to furnish for home study programs instructional materials, textbooks or services such as testing?

No.

Are there any state rules, regulations or guidelines concerning the grade placement of students or validation of credits earned by students in home study programs who are entering or returning to the public schools?

Local boards of education are required to adopt policies and procedures for validating credit for courses taken in a home study program. The procedures at a minimum must include the following:

- probationary placement and satisfactory performance for one or more grading periods or
- acceptable scores on tests focused on group placement, subject area and/or grade level.

Will high school students entering the public schools from home study programs be required to meet all state board rules concerning graduation requirements?

Yes. All students graduating from any state-supported Georgia high schools must meet all state requirements in regard to attendance, Carnegie Units and passing scores on the state assessment requirements.

What is the process for a home school student entering public school?

The public school may either test the student to place at the appropriate level OR the school may accept the school records to place for a probationary period of at least one grading period to see if the student is successful.

What is the penalty for being violation of this law?

Any person in violation of this law is guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed $100 (one hundred dollars).

What steps should a local school superintendent take when a violation occurs?

The law requires the local school superintendent to notify the parent or guardian of the child and then to report to the juvenile or other court having jurisdiction.

The mandate placed on the public education system calls for each local school superintendent to enforce the compulsory attendance of all children between the ages of six and 16 in a public school, a private school or a home study program that meets legal requirements. Therefore, the declaration of intent form and the monthly attendance form must be completed for each student enrolled in a home school and submitted to the office of the local superintendent. The Declaration of Intent must be submitted by September 1st each year. The monthly attendance report must be submitted at the close of each month.

Resources for Home School

The following sources may be of help to you as you consider setting up a home study program for your child. No information is available from the department pertaining to the quality of service, program, or product from these sources. Because these sources are provided as an information service only, individuals should investigate them to determine their value and appropriateness for each home-schooling situation.

THE GEORGIA DEPARTMENT OF EDUCATION DOES NOT MONITOR, EVALUATE OR ENDORSE PRODUCTS OR SERVICES FROM ANY OF THE LISTED ORGANIZATIONS OR COMPANIES.

Materials

Bob Jones University Press
Customer Service
Greenville, SC 29614-0062

Email: mailto:hsconsult@bjup.com
Phone 1-800-845-5731
Web: http://www.bjup.com/
Provides curriculum and test materials

Calvert School Education Services
10713 Gilroy Road, Suite B
Hunt Valley, MD 21031
Tel: (888) 487-4652
Web: http://www.calvertschool.org/

Email: mailto:inquiry@calvertservices.org
Curriculum for home school

Core Curriculum of America
14503 South Tamiami Trail
North Port, FL 34287
Tel: (888) 689-4626
Web: http://core-curriculum.com/
Sells home school products

Curriculum Services
26801 Pine Avenue
Bonita Springs, FL 34135
Tel: 1-877-702-1419
Fax: (239) 992-6473
Web: http://curriculumservices.com/

Email: mailto:info@curriculumservices.com
Provides programs for home-school, K-12

PSC Edventures
Web: http://edventures.com/
(800) 429-3110
Engineering and science-based enrichment curriculum, K-12

Home School Academy
334 Second Street
Catasauqua, PA 18032
Tel: (800) 863-1474
Fax:: (610) 266-7817
Web: http://www.bridgewayacademy.com/

Email: mailto:info@homeschoolacademy.com
An academy using the School of Tomorrow

Homeschool.com
http://www.homeschool.com/
Web site for materials and resources

Home Study International
P. O. Box 4437
12501 Old Columbia Pike
Silver Spring, MD 20914-4437
(800) 782-4769
Fax: (301) 680-6577
Web: http://www.hsi.edu/
Provides courses and programs, preschool through college

Home Tutors
598 Newlin Court
Lawrenceville, GA 30045
(770) 339-4613
Fax: (770) 339-4944

Email: mailto:prohometutor@aol.com
Provides one-on-one instruction and year-round, small grouped programmed classes

The Sound of Music
1980 Buford Highway
Buford, GA 30518
(770) 831-7432
Fax: (770) 831-7871
Offers private and group lessons to enhance children's knowledge, enrichment and understanding of the art of music

Support Groups for Home Schooling

Georgia Home Education Association (GHEA)
141 Massengale Road,
Brooks, Georgia 30205
Tel: (770) 461-3657
Web: http://www.ghea.org/

Email: mailto:info@ghea.org

Atlanta Alternative Education Network (AAEN)
Hotline: (770) 463-6348
Web: http://www.aaengroup.com/

Home Education Information Resource (HEIR)
P.O. Box 1128
Tucker, Georgia 30085-1128

E-Mail: mailto:info@heir.org
Web: http://heir.org/

North Georgia Home Education Association
P.O. Box 5545
Ft. Oglethorpe, Georgia 30742
Contact: Tammy Drennan
Tel: (706) 861-1795

Email: mailto:bzpbooks@isp.com
Provides a beginners packet; sent by mail or e-mail.

Correspondence Programs

American School
Tel: (701) 418-2800
Web: http://www.americanschoolofcorr.com/

Blue Print Education
Tel: (800) 426-4952
Web: http://www.blueprinteducation.org/

Brigham Young University-Division of Continuing Education
Tel: (800) 914-8931
Web: http://ce.byu.edu/is/site/index.dhtm

Calvert School
Tel: (410) 243-6030 or (888) 487-4652
Web: http://www.calvertschool.org/

Christa McAuliffe Academy
Tel: (509) 575-4989
Web: http://www.cmacademy.org/

Citizens High School
Tel: (904) 276-1700
Web: http://www.citizenschool.com/index.htm

Education Direct
Tel: (800) 275-4410
Web: http://www.educationdirect.com/

Home Study International
Tel: (301) 680-6570 or (800) 782-4769
Web: http://www.hsi.edu/

Indiana University School of Continuing Studies
Tel: (800) 334-1011
Web: http://scs.indiana.edu/hs/highschooldiploma.html

James Madison High School
Tel: (770) 729-8400 or (800) 223-4542
Web: http://www.jmhs.com/

Keystone National High School
Tel: (800) 255-4937
Web: http://www.keystonehighschool.com/

Laurel Springs School
Tel: (800) 377-5890
Web: http://www.laurelsprings.com/

Learning and Evaluation Center
Tel: (800) 255-4937
Web: http://www.creditmakeup.com/

Louisiana State University
Tel: (800) 234-5047
Web: http://www.is.lsu.edu/highschool

North Dakota Division of Independent Study
Tel: (701) 231-6000
Web: http://www.dis.dpi.state.nd.us/

Professional Career Development Institute
Tel: (800) 362-7070
Web: http://www.pcdi-homestudy.com/

Richard Milburn High School
Tel: (800) 223-4542
Web: http://www.rmhs.org/

Oak Meadow School
Tel: (802) 251-7250
Web: http://www.oakmeadow.com/

Seton Home Study School
Tel: (540) 636-9990
Web: http://www.setonhome.org/

Texas Tech University
Tel: (800) 692-6877
Web: http://www.dce.ttu.edu/

University of Arizona Extended Study
Tel: (800) 772-7480
Web: http://www.ceao.arizona.edu/corresp/

University of California Extension
Tel: (510) 642-8238
Web: http://learn.berkeley.edu/

University of Idaho
Tel: (877) 464-3246
Web: http://www.uidaho.edu/isi/

University of Missouri Center for Distance & Independent Study
Tel: (800) 609-3727
Web: http://cdis.missouri.edu/

University of Nebraska-Lincoln Independence Study High School
Tel: (800) 700-4747
Web: http://dcs.unl.edu/ishs/

University of Nevada-Reno Division of Continuing Education
Tel: (800) 233-8928
Web: http://extendedstudies.unr.edu/

University of Oklahoma Independent Learning High School
Tel: (800) 942-5702
Web: http://ouilhs.ou.edu/

University of Tennessee Distance Education and Independent Study
Tel: (800) 670-8657
Web: http://www.study.utk.edu/

University of Wisconsin Learning Innovations
Tel: 877-895-3276
Web: http://www.learn.wisconsin.edu/

Local Accredited Centers for Independent Study

Educational Resources K-12
Gainesville, GA
Tel: (770) 532.7661
Web: www.smartsteptutoring.com

Geneva Academy 6-12
Buford, GA
Tel: (770) 614.0066
cstrevel@juno.com

Jubilee Christian Academy K-12
Gainesville, GA
Tel: (770) 531.7576
jubileeca@mindspring.com

Westbrook Academy K-5
Auburn, GA
Tel: (678) 963.0075
www.thewestbrookcenter.net

Faith Academy 9-12
Loganville, GA
Tel: (770) 466.7872
email@faithaca.org

Heritage Classical Studies Center 5-12
Lawrenceville, GA
Tel: (770) 985.4255
petermeents@comcasdt.net

Webster Academy K-12
Monroe, GA
Tel: (770) 207.4421
ellen@websteracademy.com

Testing

Information on the required nationally standardized testing programs may be obtained from sources below or from the local public library or the home education support groups previously listed. Some private school administrators may be willing to assist home study parents in obtaining and administering the required tests. State law does not require public school systems to provide testing services. However, if a local school system voluntarily wishes to offer a service to parents for testing students not enrolled in that school system, the test instruments and materials used for these students should not be paid for with state funds. In addition, careful consideration should be given to keeping this test data separate from that of the public school system so that validity of the public school reports will not be compromised in any way.

Bob Jones University
Tel: (800) 845-5731
Web: http://www.bjup.com/services/testing

The Sycamore Tree
Tel: (800) 779-6750
Web: http://www.sycamoretree.com/

Family Learning
Web: http://www.familylearning.org

Thurber's Educational Assessment
Web: http://thurbers.net/

Bayside School Service
Web: http://www.baysideschoolservices.com

Acceptance by Public Schools of Transfer Credits

When a student enrolls in a public school in this state from a non-accredited education program, the public school must validate the credit that being transferred in one of the following ways, as a minimum:

- Place the student according to records of prior educational programs for a probationary period of time covering at least one grading period. If the student shows satisfactory performance, transfer credit is awarded.
- Administer standardized or locally developed tests to the student and place the student according to the test results.

Public schools in this state accept student course credit from nonpublic programs if the program is accredited by the Georgia Accrediting Commission, the Georgia Private School Accreditation Council (GAPSAC), or one of the following regional accrediting agencies:

- Middle States Association of Colleges and Schools (MSA)
- New England Association of Schools and Colleges (NEASC)
  North Central Association of Colleges and Schools (NCA)
- Northwest Association of Schools and Colleges (NASC)
- Southern Association of Colleges and Schools (SACS)
- Western Association of Schools and Colleges (WASC)

According to the local board policy, each school must determine whether the transfer courses meet the required minimum core curriculum. The State Board of Education has adopted a uniformly sequenced core curriculum for grades kindergarten through twelve. The curriculum for Georgia *public* schools contains a set of content objectives for each grade level in K-8 and a set of objectives for each course in grades 9-12. The publication entitled the *Quality Core Curriculum* (QCC) is available from public libraries or is accessible on the internet at http://www.glc.k12.ga.us/homepg.htm. You can find free curriculum resources, lesson plans, projects, teacher resources, educational web sites and more. The new Georgia curriculum, *Georgia Performance Standards* (GPS) may be found at http://www.georgiastandards.org/.