

## STUDENTS

### Home Instruction by Parents

According to the “Code of Virginia,” §22.1-254, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of the school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session, and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school, or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the Superintendent or provide for home instruction of such child as described in §22.1-254.1.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational, or parochial school.

#### I. Requirements for Home Instruction of Children

- A. When the requirements of §22.1-254.1 have been satisfied, instruction of children by their parents in their home is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year, and who has not passed the eighteenth birthday, may elect to provide home instruction in lieu of school attendance if he:
  - 1. Holds a high school diploma; or
  - 2. Is a teacher of qualifications prescribed by the Board of Education; or
  - 3. Provides a program of studies or curriculum delivered through a correspondence course or distance learning program or in any other manner; or
  - 4. Provides evidence that he is able to provide an adequate education for the child.
- B. Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the Superintendent or designee by August 15 prior to the start of the school year of his intention to so instruct the child and provide a description of the curriculum to be followed for the coming year and evidence of

having met one of the criteria for providing home instruction as required in subsection I.A of this regulation. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the Superintendent or designee of his intention to provide home instruction as soon as practicable and shall thereafter comply with the requirements of this section within 30 days of such notice. The Superintendent or designee shall notify the Superintendent of Public Instruction of the number of students in the School Division receiving home instruction.

## II. Evidence of Progress

- A. The parent who elects to provide home instruction shall provide the Superintendent or designee by August 1 following the school year in which the child has received home instruction with either:
1. Evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test; or
  2. An evaluation or assessment which the Superintendent or designee determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to:
    - (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or
    - (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.
- B. In the event that evidence of progress as required in subsection II.A of this regulation is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the Superintendent or designee evidence of their ability to provide an adequate education for their child in compliance with subsection A of §22.1-254.1 and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the Superintendent or designee, the home instruction may

continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with §22.1-254.

The Superintendent or designee has the option of not allowing a probationary period if it is determined that the home instruction program is failing to meet the needs of the child(ren) and should be terminated. For the purpose of this provision, “not provided” means either that no information is submitted or the child is not making satisfactory academic progress as determined by the results of testing or an independent evaluation or assessment submitted by the parent.

- C. The requirements of subsection II.A of this regulation shall not apply to children who are under the age of six as of September 30 of the school year.

### III. Participation in Selected Coursework, School-Sponsored Activities, Special Education Services

- A. A Prince William County student whose parent has satisfied the requirements of § 22.1-254.1 or who is enrolled in a private school shall be allowed to enroll in the middle or high school serving the student’s attendance area in up to two credit-bearing courses per semester, with the exception of ineligible students for whom a disciplinary action is pending or who have been long-term suspended or expelled from any school. Student transfers from one Prince William County Public School to another shall not be considered, with the exception of transfers for specialty program courses.
- B. Home instruction or private school students who wish to enroll in specialty program courses shall fulfill all application requirements and timelines as addressed in Regulation 630.02-1, Specialty Programs, and Regulation 721-1, School Attendance Areas, prior to enrollment.
- C. Partially-enrolled home instruction and private school students shall fulfill all enrollment requirements related to custody, eligibility for enrollment, residence, and placement as defined in Prince William County Public Schools Regulation 715-1, Admission Requirements, prior to admission for selected coursework.

School staff shall determine, with parental advisement, whether or not a student meets the prerequisites for the requested course(s).

- D. Partially-enrolled home instruction and private school students may participate in school-sponsored intramurals, student organizations and clubs, and other extracurricular activities, with the exception of Virginia High School League activities. Students for whom a disciplinary action is pending or who have been long-term suspended or expelled from any school are ineligible to participate in such activities. Partially-enrolled home instruction and private school students shall be required to meet all criteria for participation in the desired organization, club and extracurricular activities.
- E. Any student enrolled in a course with a corresponding Standards of Learning (SOL) End-of-Course test shall take that test. All provisions of the SOL End-of-Course test exam exemption process shall be applicable to partially-enrolled students. Partially-enrolled home instruction students may utilize SOL test results for math and language arts courses to demonstrate evidence of academic progress for that school year.
- F. Partially-enrolled home instruction and private school students shall be subject to all Prince William County Public Schools grading policies, the provisions of the “Code of Behavior,” and all regulations pertaining to students.
- G. Students receiving home instruction and their parents shall be notified of the availability of Advanced Placement (AP) and Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) examinations through the letter of compliance sent to all parents who have satisfied the requirements of §22.1-254.1. Home instruction students are eligible to receive free AP and PSAT testing opportunities to the same extent as students enrolled in Prince William County Public Schools. Parents are encouraged to contact the high school which serves their home address for specific test dates and times. AP, SAT, and PSAT/NMSQT testing schedules are located on the School Division’s Web site under the Office of Student Services. Students for whom a disciplinary action is pending or who have been long-term suspended or expelled from any school but are receiving home instruction under §22.1-254.1 must contact the principal of the school to obtain permission to enter school grounds for the sole purpose of such testing and must leave school grounds immediately after the testing is completed.
- H. Any student who is transferring into Prince William County from home instruction with the goal of receiving a Prince William County high school diploma, must, in addition to satisfying all graduation requirements, be enrolled

for a full-day schedule in a Prince William County high school for a period of at least nine weeks (one grading period) immediately preceding graduation.

- I. In the case of a child who is enrolled in a private or parochial school or who is home-instructed and is determined to be disabled and eligible for services by Prince William County Public Schools, special education and related services shall be provided in accordance with state and federal laws and regulations.

Any party aggrieved by a decision of the Superintendent or designee may appeal the decision within 30 days to an independent hearing officer. The independent hearing officer shall be chosen from the list maintained by the Executive Secretary of the Supreme Court for hearing appeals of the placements of children with disabilities. The costs of the hearing shall be apportioned among the parties by the hearing officer in a manner consistent with his findings.

- J. Nothing in this regulation shall prohibit a student and his/her parents from obtaining an excuse from school attendance by reason of bona fide religious training or belief pursuant to § 22.1-254.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2012.

**Partial Enrollment of Middle and High School-Aged  
Home Instruction and Private School Students  
Parent Agreement Form**

As the parent or legal guardian of \_\_\_\_\_, a home school/private school student, I am requesting the partial enrollment of my child in \_\_\_\_\_ School for the \_\_\_\_\_ school year. My signature below indicates that I have read and agree to comply with the following conditions for partial enrollment:

1. A letter of compliance with the requirements of §22.1-254.1 of the “Code of Virginia” for the school year in which partial enrollment is sought as provided to the parent by Prince William County Public Schools Office of Student Services shall be presented at the time of enrollment if a copy is not already on file at the school.

Parents of private school students shall present a letter from their child’s private school principal indicating the student’s enrollment in a private school and acknowledging that the student will be taking either one or two credit-bearing courses at a Prince William County Public School.

2. All admissions requirements related to custody, eligibility for enrollment, residence, and placement as defined in Prince William County Public Schools Regulation 715-1, Admission Requirements, must be satisfied.
3. Enrollment of eligible students shall be allowed on a space available basis for no more than two credit-bearing courses per semester at the middle or high school that serves the student’s home address, unless the student has been approved for specialty program courses per the requirements set forth in Regulation 721-1, School Attendance Areas, and Regulation 630.02-1, Specialty Programs.
4. Transfers between schools for any reason other than participation in a specialty program shall not be permitted.
5. Schools shall determine, with parental advisement, whether or not a student meets the prerequisites for the requested credit-bearing course(s). These prerequisites shall be the same as for students who are enrolled full-time in Prince William County Public Schools.
6. If two courses are requested, these shall be in consecutive order; there shall be no unscheduled blocks/periods of time in a student’s schedule. If this cannot be arranged, parents shall pick the child up after the first class and return the student to school for the second class.

7. Students shall follow all Prince William County Public Schools rules as set forth in the “Code of Behavior” as well as all regulations which pertain to students.
8. Eligible partially-enrolled students may participate in school-sponsored intramurals, student organizations and clubs, and other extracurricular activities with the exception of Virginia High School League activities. Eligible partially-enrolled students shall be required to meet all criteria for participation in the desired organization, club and extracurricular activities.
9. Parents shall be responsible for the transportation of their student to and from school unless the student is enrolled in a first-block/period or last-block/period class. In this situation, the student may ride the bus to school for the first block/period of the day or ride the bus home after the last block/period of the day. Parents shall be responsible for timely pick-up and drop-off during intervening blocks/periods.
10. Eligible partially-enrolled students and parents shall understand that certain school resources may be limited and principals may be required to give priority to full-time students.

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Parent Name	Parent Signature
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Date

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To be completed by school personnel

Course(s) in which student is enrolled \_\_\_\_\_  
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Extracurricular activities in which student will participate \_\_\_\_\_  
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