

## Home School Information for the Santa Rosa County School District

### Enrollment/Participation in a Home Education Program for all Grade Levels K-12

- **NOTE: Beginning 2015-2016 School Year, all students enrolling in home school will need to provide the proof of residency.** In addition, if any person other than a natural parent has custody of a child, proof of legal custody or guardianship must be provided before the child may be enrolled in a Santa Rosa County public school.
- Parent obtains forms/information packet regarding Home Education from Santa Rosa Blended Academy, Home Education Department, 5330 Berryhill Road, Milton, FL 32570.
- Parent completes the “*Intent to Establish a Home Education Program*” registration form if he/she plans to enroll their child in home education and returns said form to the Santa Rosa Blended Academy, Home Education Department.
- Parent notifies zone school of intent to home school and withdraws student from zone school.
- File is started on student(s) enrolling in home education and kept in the Santa Rosa Blended Academy, Home Education Department.
- Parent maintains a portfolio for student (samples of the student’s work in each subject, list of books read, etc.) Upon a 15-day notice, the Santa Rosa Blended Academy, Home Education Department can request a portfolio review if there is reason for concern. Portfolio must be kept by parent for a minimum of 2 years.
- Annual evaluations, as required by law, are submitted by the parent and placed in the student’s file in the Santa Rosa Blended Academy, Home Education Department. Annual evaluations are due in the anniversary month of the student’s enrollment into home school. (Acceptable annual evaluation methods are listed on the 2<sup>nd</sup> page of the “*Intent to Establish a Home Education Program*” registration form.

### Returning to Public School from a Home Education Program for Grades 1 -6

- Parent completes the “*Intent to Terminate a Home Education Program*” form and submits it to the Santa Rosa Blended Academy, Home Education Department, 5330 Berryhill Road, Milton, FL 32570.
- Parent goes to zone school and enrolls student in appropriate grade level.
- Principal has sole authority for determination of grade placement.
- \*\*\* If student is returning to public school during the student’s 6<sup>th</sup> grade year, please see grade 7-12 directions for requesting credits.

### Returning to Public School from a Home Education Program for Grades 7-12 and Requesting Course Credits

**Grades 6-8:** Students must earn 12.5 course credit points during the middle school years. The student will need 3 course credits each in English, Math, Science, and History. The half credit is a required Career Exploration Course.

**Grades 9-12:** Students must earn 24 course credit points for graduation to earn a high school diploma. In order to earn a high school diploma, the student must enroll prior to the second semester of their senior year and meet all the graduation requirements. Florida graduation requirements vary according to the year the student started high school; however, the following is required for all students: 4 credits in English, 3 credits in Math (one must be Algebra 1), 3 credits in Social Studies (one credit in American History, one credit in World History, ½ credit in Government and ½ credit in Economics), and 3 credits in Science (two with a lab). Graduation requirements are

at [www.fldoe.org](http://www.fldoe.org) . Students also have an 18 credit graduation option. Please see your high school counselor if interested.

- Parent completes the “*Intent to Terminate a Home Education Program*” form and submits it to the Santa Rosa Blended Academy, Home Education Department, 5330 Berryhill Road, Milton, FL 32570.
- Parent enrolls student in zone school.
- Parents must provide school principal the student’s portfolio and, if available, copies of all completed state assessment results.
- The school principal has sole authority for grade placement.
- Santa Rosa On-line and Florida Virtual School and regionally accredited school course credits will be accepted at face value and granted upon entering public school.
- Private schools that are not regionally accredited and 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 must 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 procedure listed below:
  - (a) Portfolio(s) evaluation by the home school designee, along with district portfolio evaluators shall examine and determine mastery of all state curriculum frameworks and Sunshine State Standards. If the portfolio(s) meet all state and district guidelines, course credit will be awarded.
  - (b) Written recommendation by a certified Florida “General Education teacher selected by the parent and approved by the Superintendent’s home school designee.
  - (c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools.
  - (d) Demonstrated proficiencies on nationally-normed standardized subject area assessments; or demonstrated proficiencies on district subject area exams.
  - (e) Demonstrated proficiencies on the FCAT, FSA, or
  - (f) Written review of the criteria utilized for a given subject provided by the former school. Students will be provided at least ninety (90) days from the date of transfer to prepare for assessments outlined in (d) and (e) above.
- Students must be enrolled at no later than the beginning of the final semester of their senior year and meet all the graduation requirements to be able to earn a diploma from the high school and graduate with his/her class.

### **Students Completing High School in a Home Education Program**

- Parent obtains forms/information packet regarding home education from the Santa Rosa Blended Academy, Home Education Department, 5330 Berryhill Road, Milton, FL 32570.
- Parent completes the “*Intent to Establish a Home Education Program*” registration form if he/she plans to enroll their child in home education and returns said form to the Santa Rosa Blended Academy, Home Education Department.
- Parent notifies school of intent to home school and withdraws student from zone school.
- File is started on student(s) enrolling in home education and kept in the Santa Rosa Blended Academy, Home Education Department.
- Annual evaluations, as required by law, are submitted by the parent and placed in the student’s file in the Santa Rosa Blended Academy, Home Education Department. Annual evaluations are due in the anniversary

month of the student's enrollment into home school. (Acceptable annual evaluation methods are listed on the 2<sup>nd</sup> page of the "Intent to Establish a Home Education Program" registration form.

- At the point the student has completed high school course work, it is recommended the student 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. This is not a requirement; however, most employees seek proof of high school completion.
- Parent submits written letter of termination upon student's completion of high school studies.
- Home education students WILL NOT receive a diploma from the School District of Santa Rosa County unless they enroll no later than the beginning of the last semester in which his/her class graduates and take classes in a regular high school program and meet all the graduation requirements. Home education students may choose to graduate from a regionally accredited correspondence program. See Florida Department of Education Website at [www.fldoe.org](http://www.fldoe.org) , Florida School Choice, Home School, for information.
- Home education students may complete their home education high school program through a portfolio review by a Florida certified teacher or standardized test score taken while in 12<sup>th</sup> grade. However, it is recommended that the student still take and pass the GED.

### **Grade Placement and Transfer of Credit(s)**

Before admitting an elementary or middle school grade child from either a home education program or a private school which is not regionally accredited, the principal shall require evidence of the student's prior attendance and grade level at such school or program. Home education students enrolling in a district school shall provide evidence through a home education annual evaluation in accordance with Florida School Code that the student has completed the grade from which he/she was withdrawn. If no annual evaluation is presented, the child shall be permitted to enroll at that grade level or at the grade level attained by the majority of other students during the period since the child exited an accredited private or public school, whichever is less, and be administered a standardized test to determine at which grade level the child is functioning. If the test results indicate the child is functioning at a lower grade than the grade at which the child as enrolled when admitted, the principal shall notify the parent or legal guardian in writing that the child shall be placed in the appropriate grade/program as indicated by the school staff.

Students who have been recommended by a district school principal for retention based on FCAT or FSA scores, poor attendance, poor academic performance and/or any other indicator and are then withdrawn to a home education program over the summer shall not advance to the next grade. No student can be assigned to a grade level based solely on age or other factors that constitute social promotion (Florida School Code 1008.25(6)(a)).

Grade placement or subject matter credit shall be accepted at face value from other schools as shown by report cards or transcribed records only under the following conditions:

- (a) High schools shall accept at face value the credits of students transferring from a Florida public school, from a public school in one of the other forty-nine (49) states, from a regionally accredited non-public school, from a non-public school which is recognized by SACS as meeting standards, from a Department of Defense School, or from a school accredited by a regional accrediting agency under the governance of the National Study of School Evaluation. The regional accrediting agencies under the governance of the National Study of School Evaluation are Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and the Western Association of Colleges and Schools.

High Schools shall accept credits of students transferring from schools that do not meet the above guidelines subject to the following conditions:

**PRIVATE SCHOOL (NOT REGIONALLY ACCREDITED) AND HOME SCHOOL - 6A-1.0994 1 STATE UNIFORM TRANSFER OF HIGH SCHOOL CREDITS.**

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools. The procedures shall be as follows

- (1) Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation, if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary or if the student does not possess an official transcript or is a home education student, credits shall be validated through 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 subsection (3) of this rule.
- (3) Alternative Validation Procedure: If validation based on performance as described above in not satisfactory, then any of the following alternatives shall be used for validation purposes as determined by the teacher, principal and parent:
  - (a) Portfolio evaluation by the superintendent or designee;
  - (b) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
  - (c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
  - (d) Demonstrated proficiencies on nationally-normed standardized subject area assessments.
  - (e) Demonstrated proficiencies on the FCAT, FSA; or
  - (f) Written review of the criteria utilized for a given subject provided by the former school. Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs (3) (d) and (3) (e) of this rule, if required.

**SPECIFIC AUTHORITY 1003.25(3) FS. LAW IMPLEMENTED 1003.25(3) FLORIDA SCHOOL CODE. HISTORY- NEW 8-29-2000. FORMERLY 6-1.099, AMENDED 9-22-2003.**

- (1) High school credits from private programs which are not regionally accredited or recognized as meeting standards by SACS shall not be accepted at face value. Transfer of credit shall be accepted subject to a validation process conducted by the Director of Secondary Education and the school principal. (See #3 and #4 on this page for validation process.)
- (2) 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.

- (3) The 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.
- (4) 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 (90) days of enrolling in the school. Upon passing the exam, credit for the course will be awarded.
- (5) 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.
- (6) Credits earned in a State of Florida approved Adult General Education Program for purposes of acceleration or remediation shall be applied to requirements for graduation provided that:
  - (a) Any course taken in the co-enrolled program is one that is also offered in the regular nine through twelve high school programs,
  - (b) The high school principal approves, in advance, courses for which credit is to be transferred,
  - (c) No more than four (4) credits earned in a co-enrolled program are granted toward the awarding of a standard high school diploma,
  - (d) The student is at least sixteen (16) years of age. In cases of hardship, the principal, in agreement with the Director of Career and Adult Education, may waive the age requirement.
  - (e) Co-enrolled students must pass 100% of the course competencies at the 75% mastery level.
- (7) Credit may be granted through correspondence provided that:
  - (a) The course is approved in advance by the principal and is administered by a State of Florida accredited school;
  - (b) A maximum of one credit earned by this method each year (maximum of four (4) in grades 9-12 is used to meet graduation requirements;
  - (c) The student is meeting full-time high school attendance requirements.
- (8) A student in a grade below nine (9) who is enrolled at a local high school in a course listed in the nine through twelve sections of the Course Code Directory may receive graduation credit or Florida Academic Scholars Award requirement upon successful completion of the course. That student shall be classified as a ninth grader for that portion of the school day for which the student is enrolled in the ninth through twelfth course. In Santa Rosa County School District, this is limited to math courses taken on the high school campus as a result of math progression which cannot be met on the middle school campus.
- (9) Credits transferred from other states shall be evaluated in terms of the requirements of the state where such credit was earned. Graduation requirements shall not be retroactive for students transferring into the state provided the student has met all requirements of the state from which he/she is transferring.
- (10) The procedures for placement of exceptional students transferring into the District are prescribed in the Special Programs and Procedures for Exceptional Students and the student's IEP.

- (11) An student who was previously enrolled in a regular school program and has not attended that program or any other regular program full-time for at least one school term and who seeks admission to a regular district school program may be re-entered or be admitted to an alternative district school program upon the approval of the Director of High School Education after consideration of a recommendation from the principals of the district schools involved.
- (12) Credits earned through Florida Virtual School (FLVS) or Santa Rosa On-Line (SRO) shall be accepted at face value. The number of credits that can be earned through FLVS are not limited. If a course is offered on the high school campus and is a part of a student's schedule, the course will be taken on the high school campus and not through FLVS. (Exceptions can be granted under Accelerated Diploma Options.)