



# FRANKLIN COUNTY SCHOOL DISTRICT 2020-21

## Home Education Program Policies & Procedures



Approved by the Franklin County School Board

Dear Parent/Guardian:

This Home Education information packet is intended to inform you of the legal requirements and to serve as a guide for future reference.

For a complete review of the Florida Statutes related to Home Education, Section 1002.41,01 please refer to [www.leg.state.fl.us](http://www.leg.state.fl.us) Statute Title XLVIII, Chapter 1002.

**Please keep this information with your important papers as it will be a valuable reference for you in the coming months.**

## **OVERVIEW**

The Florida Home Education Program (Florida Statutes, 1002.41) is sequentially progressive instruction of a student designed and implemented by the parent or guardian in order to satisfy the requirements of the compulsory school attendance law (Florida Statute 1003.21).

A Home Education Program is not defined in law or rule as a school. The purpose of the Home Education Program is to permit parents to comply with the compulsory school attendance law while teaching their children at home. For the purpose of this document, “parent” refers to the parent or guardian.

To establish a Home Education Program, a parent must:

- Provide written notice to the district Home Education Department to establish and maintain a Home Education Program. We have enclosed the “Notice of Intent to Establish a Home Education Program” form for your convenience, to be completed for this purpose (see last page).
- Written notification may also be accomplished by way of a personal letter, but must include the names, street address, phone number, and birth dates of all children to be enrolled in the program and must be signed by the parent/guardian. **This written notification does not need to be resubmitted annually, unless there has been a break in the Home Education process.**
- The Home Education Program applies only to student’s ages 6 through 18. Five-year-old children who turn 6 after **September 1** and who are being taught kindergarten at home are not required to register for the Home Education Program until the following school year. However, if a letter of intent is filed for a five-year-old kindergartner, the parent must keep a portfolio which must be evaluated yearly.
- A child who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age. **IF the parent files a formal declaration of intent to terminate school enrollment with the district Home Education Department.**
- Official acknowledgement of the establishment of your Home Education Program will be sent to you by the Home Education Department upon receipt of your written notification of such. This written acknowledgement should be kept in your Home Education file as proof of your child’s educational status.
- **The parent who assumes responsibility for educating a child at home also assumes the responsibility for providing curriculum, educational materials, and evaluations necessary**

**to determine student progress. The school system does not supply textbooks, curriculum guides, computers, or educational standards for the Home Education student.**

- A family that has established a Home Education Program as required by statute may enlist the help of a tutor, the Florida Virtual School, correspondence courses, or other means to provide the sequentially progressive instruction.

If you are a parent/guardian of a student who enrolls in Home Education after having been identified as exhibiting a pattern of nonattendance while in public school, you must comply with a Home Education Review Committee pursuant to Section 1003.26(f), Florida Statutes.

- The Review Committee shall review the student's progress every 30 days until it has been determined that the legal requirements have been met.
- If you fall in this category you will receive a follow-up letter regarding this required review.
- If your child is under a specific court order to attend school, you should consult with his/her Department of Juvenile Justice case manager, as Home Education may not meet the provisions of such a court order.
- If the parent/guardian fails to provide a portfolio to the Review Committee, the Home Education Department will terminate the Home Education Program and require the parent to enroll the child in a public or private school within three days.
- After the Home Education Program is terminated, the parent/guardian is not eligible to re-enroll the child in a Home Education Program for 180 calendar days. Failure of the parent/guardian to enroll the child in one of the attendance options previously listed after termination of the Home Education Program will constitute non-compliance with the compulsory attendance requirements and may result in criminal prosecution.

If you are a parent/guardian of a student that is placed at the alternative school due to expulsion and withdraws to homeschool, you must submit the student's portfolio of work each nine weeks to the Review Committee. Three weeks prior to the end of the expulsion period the complete portfolio will be submitted to the Review Committee to determine the student's progress and future placement. The Review Committee will make a recommendation to the Superintendent. The Superintendent must obtain School Board approval for the return to regular school.

If you wish to proceed with a Home Education Program after reviewing the enclosed information, send written notification of the establishment of your Home Education Program to:

**Franklin County School District**  
**ATTN: Special Programs Director**  
**85 School Road Suite 1**  
**Eastpoint FL 32328**

## **MAINTAINING A PORTFOLIO**

Upon official establishment of your Home Education Program, a portfolio of records and materials must be maintained by the parent/guardian for each student being home educated.

Each portfolio must be kept for at least two years and must include a log of educational activities and reading materials used, along with samples of writings, worksheets, workbooks, and any other creative materials used or developed by the student.

## **ANNUAL EDUCATIONAL EVALUATION**

An educational evaluation must be completed annually on each child being home educated according to Florida Statutes, 1002.41(1) (c). The parent/guardian shall select the method of evaluation, make provisions to obtain the evaluation, and submit a copy of the evaluation to the Home Education Department annually (see Pg. 6 - Evaluation Options).

**This evaluation shall be due one calendar year from the date of receipt of your written notification.** This date will be reflected on the acknowledgement letter you receive from the Home Education Department upon the establishment of your Home Education Program (see sample letter). **Completion of the annual educational evaluation, in and of itself, does not guarantee grade progression in the same manner as a student attending public school.**

## **PARTICIPATION IN THE STATEWIDE ASSESSMENT PROGRAM**

Home Education students may participate in the statewide assessment program at the school determined to be their zoned school, according to the student's home address.

Registration for statewide assessments by Home Education students must be completed by filling out the online registration form located on the Franklin County website ([www.franklincountyschools.org](http://www.franklincountyschools.org)), click **Departments**, click **Assessment and Accountability**, then click **Home Education**). English/Language Arts, Science, Math and End-of-Course (EOC) assessments administered in the spring will have a February registration deadline. End-of-Course (EOC) exams are also administered in July, September and December. Those administrations will have a registration deadline one month in advance of the administration. Please check the website for registration deadlines. **Statewide assessment participation may be used to satisfy the annual educational evaluation requirement.** Statewide assessment participation is completely optional.

## **NEW ASSESSMENT SCHEDULE**

Home Education students may participate with a private school which offers standardized testing and this option may also be used to satisfy the annual educational evaluation requirement. You may contact the private school of your choice to inquire as to whether they offer standardized testing to Home Education students. Please remember that the standardized testing option will only be accepted to satisfy the annual evaluation requirement provided the teacher who administers the test holds a valid, current teaching certificate. The Home Education Department requests that a copy of this certificate be submitted along with the standardized test results.

**Participation in statewide assessment program and standardized testing with a private school is completely optional.**



85 School Road  
Eastpoint FL 32328  
(850) 670-2810

**Steve Lanier, Superintendent**

**Franklin County School Board**  
**Stacy Kirvin, Chair**  
**Pam Marshall, Vice Chair**  
**Fonda Davis Sr.**  
**Melonie Inzetta**  
**Jared Mock**

Date:

Parent  
Name Street  
Address  
City, State  
Zip

Re: Student Name  
DOB:

This is to acknowledge receipt of your written intent advising that you have established a Home Education Program in Franklin County and are teaching your child (ren) under provisions of Section 1002.41(1) (a), Florida Statutes.

Date of receipt of your child's (ren's) homeschool enrollment is **month/day/year**.

Please note: If you are using Florida Virtual School, we will verify the account online or a copy of this confirmation letter must be faxed to FLVS (Florida Virtual School): Fax: (407) 513-3480 Phone: (407) 513-3587 Toll Free: (800) 374-1430

Along with providing written notification of your intent to homeschool and maintaining a portfolio of records and materials, Florida Statute, 1002.41(1) (c) also requires an annual educational evaluation to be completed on each child being home schooled.

Your child's evaluation shall be due annually on **June 15**. (*Please see list of options enclosed*).

Students who are registered with and taking three or more classes through the *Florida Virtual School* may submit a FLVS Student Transcript to satisfy the annual educational evaluation requirement.

Failure to submit the required annual evaluation of your student's Home Education Program constitutes non-compliance with the requirements of the Driver's License law, Section 322.091, Florida Statutes.

Completion of the annual educational evaluation, in and of itself, does not guarantee grade progression in the same manner as a student attending public school.

**Jill Rudd**  
Jill Rudd,  
Special Programs Director



**SELECT ONE OF THE FOLLOWING OPTIONS TO COMPLETE THE REQUIRED ANNUAL EDUCATIONAL EVALUATION:**

**Option 1.**

- A. Arrange for a certified teacher to review and discuss the educational portfolio and school work for the year with your child. The teacher must have a current, valid Florida certificate to teach academic subjects at the elementary or secondary level.
- B. Have the teacher make a written report, which includes statements, which document the student's progress in relation to his/her ability. This report should be signed and dated by the teacher.
- C. **A photocopy of the teacher's current, valid Florida Teacher's Certificate (valid for academic subjects at elementary or secondary level) must be submitted with the above report.**

**OR**

**Option 2.**

- A. Arrange for a certified teacher to administer a nationally normed student achievement test. The test should be appropriate for your child's age or grade level.  
The teacher must have a current, valid teaching certificate to teach academic subjects at the elementary or secondary level. For your information, the following is a list of the most commonly used achievement tests in public schools within the State of Florida:

California Achievement Test	Metropolitan Achievement Test
Comprehensive Test of Basic Skills	Iowa Test of Basic Skills
Stanford Achievement Test	Comprehensive Assessment Program
National Test of Basic Skills	

- B. **A photocopy of the teacher's current, valid Florida Teacher's Certificate (valid for academic subjects at elementary or secondary level) must be submitted with the above report.**

**OR**

**Option 3.**

Participate in a state student assessment test used by the School District and administered by a certified teacher, at a location and under testing conditions approved by the School District. Franklin County Schools offers participation in statewide, standardized English/Language Arts, Math, Science and End-of-Course (EOC) assessments to Home Education students for this purpose. Registration for statewide assessments by Home Education students must be completed by filling out the online registration form located on the Franklin County website [www.franklincountyschools.org](http://www.franklincountyschools.org), Departments, Assessment and Accountability, Home Education). English/Language Arts, Science, Math and End-of-Course (EOC) assessments administered in the spring will have a February registration deadline. End-of-Course (EOC) exams are also administered in July, September and December. Those administrations will have a registration deadline one month in advance of the administration, please check the website for registration deadlines.

**OR**

**Option 4.**

- A. Arrange for a state licensed psychologist holding a current license under Florida Statute 490.003(3) or (5) to evaluate your child and provide a written, signed, and dated report documenting the student's educational progress.
- B. **A photocopy of the teacher's current, valid Florida Teacher's Certificate (valid for academic subjects at elementary or secondary level) must be submitted with the above report.**

**OR**

**Option 5.**

Students who are registered with and taking three or more classes through the Florida Virtual School may submit a FLVS Student Transcript to satisfy the annual educational evaluation requirement.

## **SOURCES FOR PURCHASING TEXTBOOKS**

For a listing of instructional materials used by Franklin County Schools (FCS), refer to the FCS website: <http://franklincountyschools.org>, click **Departments**, look for **Instructional Services**, click **K-12 Curriculum**, then **Instructional Materials**.

State adopted instructional materials may be ordered from the Florida State Book Depository, P.O. Box 6578, Jacksonville, FL 32236, Telephone (904) 781-7192, at the parent's expense. Visit the Florida State Book Depository website at [www.fsb.com](http://www.fsb.com).

### **PLEASE NOTE:**

- **Neither the state of Florida nor the Franklin County school district issues high school diplomas to Home Education students.** However, a Home Education student may take the General Education Development (GED) test at an education center and be awarded a **GED** diploma by the State of Florida if the student receives a passing score. Home Education students may also pursue a high school diploma, once they have turned 16 years of age, through Adult Education at Franklin County Adult School.
- **It is strongly recommended that Home Education parents affiliate with a Home Education support group of their choice for further guidance and direction.** A listing of area support groups may be found by accessing [www.fpea.com](http://www.fpea.com), click onto Support Groups.
- Students using correspondence school curriculum must be registered with FCS and comply with Florida statutes related to Home Education, including the annual evaluation requirement

## **ENTRANCE INTO ELEMENTARY/SECONDARY PUBLIC SCHOOL BY HOME EDUCATION STUDENTS**

Work or evidence of achievement by a student transferring into a Franklin County public school from a Home Education Program shall be evaluated by the principal or designee. Students shall be required to validate their current course or grade placement through satisfactory completion of academic work in Franklin County public schools within a grading period. An appropriate achievement or subject-level test may be used to determine grade placement if deemed necessary.

### **HELPFUL WEBSITES:**

A great starting place – hundreds of links: [www.Homeschool.com](http://www.Homeschool.com)

The **Franklin County Public Library** has numerous resources for Home Education students. Please visit: <http://fcpl.wildernesscoast.org/>

[www.fldoe.org](http://www.fldoe.org)

<http://www.fpea.com>

<http://www.flvs.net>

**Florida Department of Education**

**Florida Parent Educators Association (877) 275-3732**

**Florida Virtual School (407) 513-3587**

## **BRIGHT FUTURES SCHOLARSHIP PROGRAM**

Home Education students who have been registered with the local school district in which the family resides, according to Section 1002.41, Florida Statutes, during grades 11 and 12 may qualify for a Bright Futures Scholarship. For information regarding eligibility criteria and required documentation call (888) 827-2004. Information regarding the Bright Futures Scholarship Program is also available on the Florida Department of Education's Home Page (<http://www.firn.edu/brightfutures>).

## **DUAL ENROLLMENT**

Home Education students who are registered according to Section 1002.41, Florida Statutes are eligible to participate in dual enrollment opportunities with Gulf Coast State College, in accordance with Section 1007.27(4) and 1007.271(10). **For information regarding eligibility criteria and required documentation contact Dual Enrollment office** at Gulf Coast State College, (850) 747-3207.

## **FLORIDA VIRTUAL SCHOOL**

Home Education students who are registered with FCS are eligible for participation in Florida Virtual School, a public internet school offering elementary, middle, and high school courses. For information including FLVS admissions, course information, and course progression recommendations, please access the Florida Virtual School website @ [www.flvs.net](http://www.flvs.net), click on "I Am a Parent/Student" and or you may call a FLVS Customer Care Representative at (407) 513-3587.

To register for courses at FLVS, Home Education students must provide FLVS with verification from their school district that the student is registered with that school district as a Home Education student.

## **HOME EDUCATION STUDENT PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

Home Education students in middle and high schools are eligible to participate in interscholastic extracurricular activities provided that the following conditions are met:

1. The student is enrolled in Home Education with the Franklin County School District and has met the requirements of the Home Education Program, pursuant to Section 1002.41, Florida Statutes.
2. The Home Education student maintains all eligibility requirements as required by the Florida High School Athletic Association, FCS District and their zoned school.
3. The Home Education student meets the same residency requirements as other students in the school in which he/she wishes to participate.
4. The parent/guardian agrees to provide transportation for their student to and from all extracurricular activities.
5. The parent completes the enrollment forms from the school zoned for their residential address.
6. The parent completes the "Request for Partial Enrollment" form from the district Home Education Department.
7. The parent completes the required FHSAA EL7 form for high school participation.

To obtain additional information about participation in interscholastic extracurricular activities, contact your student's zoned high school.

## **HOME EDUCATION STUDENT PARTICIPATION IN PARTIAL ENROLLMENT**

Home Education students are eligible to participate in partial enrollment provided the following conditions are met:

1. The student has met all related criteria pursuant to Section 1002.41, Florida Statutes including submission of a satisfactory evaluation for the previous school year.
2. The student and parent/guardian requests and completes the “Request for Partial Enrollment” form from the FCS Home Education Department. The FCS Home Education Department verifies that the student has met the partial enrollment criteria, signs the “Request for Partial Enrollment” form and returns it to the student/parent. The “Request for Partial Enrollment” form signed by the FCS Home Education Department signifies to the school that the registration process may begin.
3. The student who wishes to enroll in a course in order to be eligible to participate in the related interscholastic extracurricular activity may do so with or without prior enrollment in Home Education, provided they have met the academic eligibility requirements outlined by FHSAA and school board policy.
4. The student must meet the same registration requirements as full-time students, and must register prior to the start of the semester they will attend.
5. The student who is excluded from a class/course at his/her zoned school due to space limitations may attend another school if space in the class/course is available and a variance is granted.
6. The student will be subject to all applicable rules and regulations pertaining to full-time students, including required immunizations.
7. The parent/guardian agrees to provide transportation for the student to and from all classes/courses.

Steve Lanier, Superintendent



Franklin County School Board  
Stacy Kirvin, Chair  
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Jared Mock

### NOTICE TO ENROLL IN HOME EDUCATION

I, the undersigned Home Education parent named herein, hereby depose and say

1. My name is: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print name)

2. I am the parent/guardian of the following children, between the ages of 6 and 18, whom I intend to home educate.  
(please use reverse side to list additional children)

Name	DOB	Sex	Race	Grade	Prior School
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
Email Address Cell # Home # Facebook Name

7. Street Address/ \_\_\_\_\_ City/State/Zip Code

8. \_\_\_\_\_  
Mailing Address (if different than above)

9. The other parent/guardian residing in this house is named: \_\_\_\_\_

\_\_\_\_\_  
Signature(s) of parents/guardians making the intent

If using FLVS, please check here

Please return to:  
Franklin County School District  
Attn: Special Programs Director  
85 School Road Suite 1 Eastpoint FL 32328  
(850) 670-2810 phone/ (850) 670-8579-fax

Name

DOB

Sex

Race

Grade

Prior School

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