

Clay County Schools

Home School Information Packet



Clay County Board of Education

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Homeschooling in West Virginia

Upon occasion, for several academic or non-academic reasons, parents may feel that their child would be more successful if they were taught at home, or homeschooled.

Most educators feel that home-schooling children is a tremendous undertaking and can be overwhelming. Therefore, professional educators urge caution when making this decision. However, West Virginia State Law provides parents the right to provide home instruction to their child in lieu of public education. This packet provides information which will enable you to make the right choice and will guide you through the process.

Contacting the Current School

The first step in beginning the homeschool process is filling out the appropriate papers at the child's current school. It is the parent or guardian's responsibility to visit their child's current school and fill out the withdrawal form. This ensures that the child is not counted absent and that truancy issues do not arise. It is also helpful in getting records that the student may need in the future.

Notice of Intent to Homeschool

Upon deciding to provide home instruction, the parent/guardian of the child receiving home instruction shall:

- Provide a one-time Notice of Intent to home school to the county superintendent or his/her designee that includes the name, address, and age of the child or children who will receive home instruction.
- State assurance that the child shall receive instruction in reading, language arts, mathematics, science, and social studies.

- Fill out the Notice of Intent form and meet with the Homeschool Coordinator at the board of education to complete Withdrawal to homeschool process.

- Provide, at the time of the meeting:
 - documentation that proves the qualification of the person that will be providing the instruction.
 - Copy of the Withdrawal from School form signed by the principal

If the child is enrolled in public school, the notice of intent shall be provided on or before the date home instruction is to begin. §18-8-1(A)

Guidance

1. Ensure that the person providing the home instruction meets the required qualification.

The person providing home instruction must have:

- a high school diploma or equivalent,
- Or a post-secondary degree or certificate from a regionally accredited institution or by the West Virginia Higher Education Policy Commission §18-8-1(B).

2. File a notice of intent with your school board or superintendent or Homeschool Coordinator.

Your notice of intent must include your child's name, address, and age. You must assure that your child will be instructed in reading, language, mathematics, science, and social studies and assessed annually. You must also provide evidence that the person providing home instruction possesses the required qualification.

The law requires that you submit the notice on or before the date you begin homeschooling. §18-8-1(A)

Your notice of intent is effective until you move to a different county or stop homeschooling.

The superintendent is not legally permitted to deny your notice of intent. If a superintendent believes a parent's right to homeschool should be denied, he or she must seek an order from the circuit court, which will only be granted if the superintendent shows evidence that the child will suffer educational neglect.

You may use the Letter of Intent that is provided in the Appendix of this document.

You will receive a letter confirming your homeschool status from your local board of education. A sample letter can be viewed in the appendices.

3. Assessment

You are required to obtain an assessment each year that you homeschool and to maintain copies of the assessment for three years. You may choose one of four options to assess your child:

- You may select any nationally normed, standardized achievement test published not more than 10 years previously. The test must be administered by someone qualified according to the test publisher and according to the instructions of the test publisher. The test must cover reading, language, mathematics, science, and social studies. A child who scores in the 4th stanine (23rd percentile) or higher, or whose score has improved since the previous year's assessment results, is considered to have made "acceptable progress" under the law. §18-8-1(C)(i)

- You may choose to participate in the public-school testing program. Acceptable progress will be based on the state testing program guidelines. It is the parent/guardian's responsibility to contact their local school district (Clay County Board of Education) to arrange for his/her child to participate. Deadlines to register must be adhered to and are also the responsibility of the parent. The test shall be administered at a public school in the county of residence; §18-8-1(C)(ii)
- You may obtain a written narrative that indicates a certified teacher has reviewed a portfolio of your child's work and determined that the child's academic progress for the year is in accordance with the child's abilities. The narrative must include a statement about progress in the areas of reading, language, math, science, and social studies and note, if any, which areas show need for improvement or remediation §18-8-1(C)(iii) An explanation of the evaluation letter is provided in the appendix of this document.
- The child may complete any alternative academic assessment of proficiency that is mutually agreed upon by the parent/guardian and the county superintendent §18-8-1(C)(iv)

Note: The parent or legal guardian shall submit to the county superintendent the results of the academic assessment of the child at grade levels three, five, eight, and eleven, as applicable, by June 30 of the year in which the assessment was administered. §18-8-1(E)

When the assessment results indicate that the child is making adequate progress; no further assessment results must be submitted. Records should be kept on file for a minimum of 3 years. In addition to the above assessment, it is a good idea to keep thorough records of course tests, course materials, progress reports, samples of the student's work, and attendance.

- Students receiving home instruction do **not** earn credits through the public school system, however, pursuant to W. Va. §18-8-1a.c, public schools are required to accept credit upon enrollment in a West Virginia public school.
- A person who administers a program of secondary education in a home school setting may issue a diploma to a person who has completed the program of secondary education. Homeschool students are not issued a diploma from the public high school.
- Such diploma is legally sufficient to demonstrate that the person meeting the definition of having a high school diploma or equivalent.
- No state agency or institution of higher learning in this state may reject or otherwise treat a person differently solely on the grounds of the source of such a diploma. §18-8-12

Work Permit for A Fourteen or Fifteen Year Old Minor

W.Va. Code §21-6-3 authorizes homeschool parents to issue a work permit for students 14 or 15 years of age who receive home instruction.

The State Commissioner of Labor has prepared a work permit for authorized individuals to use.

Homeschool Driver's Eligibility Statement

Current Information:

W.Va. Code §18-8-11(b) requires a signed statement to operate a motor vehicle in lieu of a driver's eligibility certificate for students being educated pursuant to §18-8-1(c).

The West Virginia Division of Motor Vehicles provides information for obtaining driver's licenses. Please visit their [website](#) for a same homeschool eligibility statement.

Extra-Curricular Activities

A homeschooled student receiving home instruction, pursuant to W.Va. Code §18-8-1(c) and the WVSSAC, shall be considered eligible for participating in interscholastic athletic events and other extracurricular activities of the public secondary school serving the attendance zone in which the student lives providing that the student:

- Has been homeschooled for at least one year immediately preceding interscholastic athletic participation
- Has demonstrated satisfactory evidence of academic progress for the immediately preceding academic year
- Has enrolled in at least one virtual instructional course per semester, consistent with the applicable virtual instruction policy of the county board in which the homeschooled student lives and the applicable virtual instruction policy of the West Virginia Board of Education (WVBE); and

Note: Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program including any applicable WVSSAC requirements.

Please visit the West Virginia Department of Education and the West Virginia

Secondary Schools Activity Commission for more information on eligibility for participation in extra-curricular activities.

Promise Scholarship Homeschool Requirements

Effective with the Class of 2019, homeschooled applicants must achieve a cumulative grade point average of at least a 3.0 on a 4.0 scale or whatever is considered a “B” average in both core courses **AND** overall coursework required for graduation.

- Homeschooled applicants must submit a [Homeschooled Grade Report Form](#) and a transcript to qualify. See Appendix for form.
- The Core grade point average is determined based on the grades in all core courses a student completes on the core class listing, not just those required for graduation.

Students must complete the minimum core class requirements. A complete list of high school core course requirements is provided in the appendix.

- English – 4 credits
- Mathematics – 4 credits
- Social Sciences – 4 credits
- Lab-based Sciences – 3 credits

Home school applicants must provide documentation of home-schooled status from your county school board office. If your school enrollment status was not the same for grades 11 and 12 (either public or homeschool), an appeal must be made to HEPC.

Please visit the West Virginia Higher Education Policy Commission [website](#) for assistance with the Promise Scholarship or call (304) 558-4618.

P-EBT Cards

Homeschool students are **not** eligible for the P-EBT cards. Under federal eligibility rules, students must be enrolled in a school that participates in the National School Lunch Program to be eligible.

Enrolling in Public School after Homeschooling

For most families, the decision to homeschool is a year-to-year basis. At some point, you may wish to enroll your child back into the public school system. This can be accomplished by:

- Visit the intended school and speak with an administrator about enrolling your child.
- Provide documentation of:
 - Attendance
 - Immunization records
 - Records of courses completed
 - Student schoolwork samples and/or portfolios
 - Test and evaluation results
 - Correspondence with school officials and appropriate forms that document the child's progress (ex: narrative form for the portfolio)

The documentation that you provide to the principal of the intended school will help them to better understand what level your child is working on and how to best serve your child. Ultimately, it is up to the principal to determine placement and acceptance of credits for courses. Detailed documentation provided by the parent or guardian will expedite the process and make the transition to public school an easy and enjoyable process.

***Information in this document is provided by the West Virginia Department of Education and the West Virginia Secondary Schools Activity Commission.**

Appendices

Homeschool Sample Documents

Appendix A Student Drop/Transfer Form

Appendix B Homeschool Notice of Intent

Appendix C Portfolio Evaluation Letter Contents

Appendix D..... Sample of Homeschool Confirmation Letter

Appendix E..... Promise Scholarship Grade Report Form

Appendix F.....List of Courses for fulfillment of Graduation...

Appendix G..... List of Courses for fulfillment of Graduation...

Appendix H..... List of Courses for fulfillment of Graduation

Portfolio Evaluation Letter Contents

What should be included in an evaluation letter?

An evaluation letter should be written on letterhead with contact information and signed with the evaluator's title and credentials. It would be appropriate to include documents that substantiate the evaluator's educational background or training such as a copy of his or her current teaching license from any state or master's degree or higher.

There are many ways to write a letter of evaluation, but basically it should include the date of the evaluation; the name of the student who was evaluated; how the student's progress was evaluated; and a brief description of the child's educational progress. Summary statements are satisfactory; details, such as exact scores if tests are used, are not required. Focus on accomplishments and areas of achievement, but also mention areas that may need additional improvement.

The evaluator should state that it is his professional determination, not his opinion, that the child is achieving an adequate educational growth and progress. Each letter should be individualized. That's the reason there is no form letter.

The evaluator then gives the evaluation letter to the parent who should keep a copy with other homeschool records. It is the parent's responsibility to keep these records available upon request.



CLAY COUNTY SCHOOLS

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June 24, 2022

Parent (s) Name

Address

Re: Homeschool 2022-2023

Student's Name

Dear Parent/Guardian:

Your "Notice of Intent" and application to provide educational services to your child at home, or other approved location, pursuant to the provisions of Chapter 18, Article 8, Section 1(c) subdivision (1) or (2) of the West Virginia Code, have been received in this office for the 2022-2023 school year. Please be aware that the parent/guardian is required to file a one-time "Notice of Intent" when home instruction is being utilized. Parents, Custodians, or Guardians each year must have documentation of their compulsory school-age child as being enrolled in an educational program within the State Department of Education or their County Board of Education.

In the meantime, your home school has been placed on the list of active home schools for the remainder of the 2022-2023 school year. *If there are any changes in address, number of children being taught, or you decide to close your school by enrolling your child in one of Clay County Schools, please **notify this office immediately.***

According to state law, the parent or legal guardian shall submit to the county superintendent the results of the academic assessment of a child by **June 30th** for the first year in which the child was homeschooled. When the assessment results indicate that the child is making adequate progress, no further assessment results must be submitted. The assessment is to be completed and maintained by the Parents/Guardians for 3 years. As an option to obtain academic assessment, the Parent/Guardian may have their child/ren tested at a nearby school, utilizing the West Virginia Educational Standards Test. Please note that only grades 3-8, and grade 11 are included. The testing window (subject to change) for the upcoming school year is expected to be in **April – May, 2023**. If you wish to participate in the testing program, please call the school in your attendance area by December 2022 to register your child for the test.

If you have any questions, please contact this office at (304) 587-4266.

Sincerely,

Jared Fitzwater

County Attendance Director

JLF/vb