

### HOME EDUCATION/HOMEBOUND INSTRUCTION

The Board of Education may provide individual instruction to students who are unable to attend classes due to accident, illness or disability, or other situations approved by the Superintendent.

Annual notification is required for each student who is to be instructed at home. This notification must provide information about the student and assurances of (1) qualifications of persons who will be instructing the student, (2) the educational program including time requirements and a curriculum outline, and (3) a list of instructional materials to be used. An academic assessment report of the previous year's work must be included in each subsequent year that home instruction notification is submitted.

The Superintendent shall review the information submitted within 14 calendar days of receipt and determine if it is in compliance with O.A.C. 3301-34-03. If the Superintendent determines that it is in compliance, he/she shall notify the parents in writing that the child is excused from school attendance for the remainder of the current school year.

If the Superintendent determines that it is not in compliance, he/she shall state in writing the specific respects in which the information is incomplete and provide the parents an option within 14 calendar days to supply additional written information or supply information at a conference with the Superintendent. If the Superintendent has substantial evidence that the minimum educational requirements of O.A.C. 3301-34-03(A) will not be met, he/she shall declare the intent to deny the excuse and so notify the parents within 14 calendar days. This notification must include reasons for the intent to deny, and notice of the parents' right to a due process hearing before the Superintendent. If a hearing is held, the Superintendent will provide a record of the proceedings, including oral testimony and documentary evidence.

Based upon evidence presented at the hearing, the Superintendent may grant or deny an excuse from attendance. If the excuse from attendance is denied, the Superintendent shall notify parents that they have the right to appeal this decision to the Hancock County Juvenile Judge within ten (10) calendar days, and that they may be in violation of Section 3321.03 and 3321.04 of the Ohio Revised Code.

Upon substantial evidence of cessation of home education in accordance with the plans submitted on the parents' notification form or with arrangements for remediation, the Superintendent shall notify the parents of his/her intent to revoke the excuse from school attendance and their right to a due process hearing.

If a hearing is held and the excuse is withdrawn, the Superintendent shall notify the parents in writing to enroll the child in school. The Superintendent will also notify the parents in writing of their right to appeal the Superintendent's decision to the Hancock County Juvenile Judge within ten (10) calendar days.

#### Remediation

If the annual academic assessment indicates that the child is not demonstrating reasonable proficiency, the Superintendent shall require parents to submit an appropriate plan of remediation within thirty (30) days. During remediation the parents shall submit to the Superintendent a quarterly report which includes (1) a written narrative evaluating the child's progress, (2) an explanation if the child has made less than satisfactory progress in any subject, and (3) an explanation if less than the intended curriculum planned for the quarter was covered. Remediation may be eliminated upon determination by the Superintendent that the child is demonstrating reasonable proficiency; parents will be informed in writing of this decision.

If the child does not demonstrate reasonable progress during remediation, the Superintendent may, subsequent to a due process hearing, revoke the child's excuse from attendance. Parents must be notified in writing to enroll the child in school within thirty (30) calendar days. Parents will be notified in writing that they have the right to appeal the Superintendent's decision to the Hancock Juvenile Court Judge within ten (10) calendar days.

Adopted 1/27/96  
Revised 5/9/05  
Readopted 7/24/09  
Reviewed 7/12/2012

Findlay City School District  
Findlay, Ohio

**Notification of Home Education Intent**

This form is to be completed annually for each student whose parents wish to educate at home. Parents will be notified within 14 calendar days of the school's receipt of this form of the Superintendent's intent to excuse, or the need for additional information, or a conference.

**OAC 3301-34-02 Statement of Purpose:**

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuses from school attendance under section 3321.04 of the Ohio Revised code, to provide for the consistent application throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child(ren). Home education must be in accordance with the law.

**OAC 3301-34-03 Notification:**

**A parent who elects to provide home education shall supply the following information to the superintendent:**

\_\_\_\_\_ School year for which notification is made:

**Name of parent, address, and telephone number (telephone number is optional).**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ - \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_

**Name, address and telephone number (telephone number is optional of person(s) who will be teaching the child subjects set forth in paragraphs (A) (5) of this rule, if other than the parent:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ - \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_

**Full name and birth-date of child(ren) to be educated at home:**

Names			Date of Birth			Grade
First	Middle	Last	Month	Day	Year	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Assurances**

- \_\_\_ Assurance that home education will include the following, except that home education shall not be required to include any concept, topic, or practice that is in conflict with sincerely held religious beliefs of the parent: (a) Language, reading, spelling, writing; (b) Geography, history of the United States and Ohio, and national, state, and local government; (c) Mathematics; (d) Science; (e) Health; (f) Physical education; (g) Fine arts, including music; and (h) First aid, safety, and fire prevention.
- \_\_\_ Brief outline of the intended curriculum for the current year. Such outline is for informational purposes only.
- \_\_\_ List of (a) textbooks; (b) correspondence courses; (c) commercial curricula; or (d) other basic teaching materials that the parent intends to use for home education. Such list is for informational purposes only.
- \_\_\_ Assurance that the child will be provided a minimum of nine hundred hours of home education each school year.
- \_\_\_ Assurance that the home education teacher has one of the following qualifications: (a) A high school diploma; or (b) The certificate of high school equivalence; or (c) standardized test scores that demonstrate high school equivalence; or (d) Other equivalent credential found appropriate by the superintendent; or (e) Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or

children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or the certificate of high school equivalence.

\_\_\_ The parent(s) shall affirm the above information supplied with his or her signature prior to providing it to the superintendent.

V. Academic Assessment

If the child participated in home education during the school year prior to that one for which approval is being sought on this form, evidence of academic assessment of the previous year's work must be provided. The report must be attached to this notification and include one of the following:

A. Results of a nationally normed, standardized achievement test which meets the requirements of Rule 3301-12-02 of the Administrative Code; and

1. Name and certificate number of the teacher who administered the test, or
2. Name of another person and signatures indicating mutual prior agreement by the parent (s) and superintendent that this person was approved for test administration, or
3. Name of a person duly authorized by the test publisher and documentation of the publisher's approval.

**Note:** If the parent(s) choose(s) to have the standardized testing conducted as part of the school district scheduled testing program, there shall be a cost to the parent(s) as determined by the superintendent. The time and location for testing shall be established by the school.

**THE FINDLAY CITY SCHOOLS ADMINISTERS STANDARDIZED ACHIEVEMENT TESTS ANNUALLY IN THE FALL. IF PARENTS OF STUDENTS EDUCATED AT HOME ELECT TO PARTICIPATE IN THE SCHOOL'S TESTING PROGRAM, THEY MUST ANNUALLY NOTIFY THE SUPERINTENDENT IN WRITING BY SEPTEMBER 5.**

If the parent(s) choose(s) to have the standardized testing conducted privately, the parent(s) shall pay for the testing. The time and location for testing shall be established by the parent(s).

**Or**

- B. A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.
1. The written narrative shall be prepared by:
    - (a) A certified teacher; Please provide the name and certificate number of this person, or
  2. Name of another person and signatures indicating mutual prior agreement by the parents and superintendent that this person was approved to prepare the narrative.

**Note:** The parent(s) shall be responsible for the payment of fees charged for preparation of the narrative.

**Or**

- C. An alternative academic assessment of the child's proficiency mutually agreed upon by the parent and the superintendent.

IV. I affirm that the information provided in Sections I - V of this form is true and accurate. I understand that falsification of this information violates State Board of Education guidelines and may result in revocation of the student's excuse from school attendance.

\_\_\_\_\_  
Parent/guardian signature                      Date

Mail this completed form to:                      Superintendent  
Findlay City School District  
2019 Broad Ave.  
Findlay, Ohio 45840

Board of Education Policy  
Findlay City School District  
Adopted 1/27/96  
Revised 5/9/05  
Revised 7/31/09  
Reviewed 7/12/2012  
Revised 8/20/13  
Revised 8/8/2016  
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