

Code: IHBGA
Adopted: 11/18/85
Amended: 3/17/97
Reviewed: 1/16/01
Amended: 2/25/02
Amended: 1/3/03

Hermon School Department

Equivalent Instruction through Home Instruction

General

The Hermon School Department has established this policy to be followed by the school administration in determining the degree of availability of the school department resources and services to be allowed in support of an equivalent instruction program that has been approved by the Commissioner of Education.

Participation in Regular Classes

Home instruction students may enroll in specific classes provided the following:

- A. Attendance is regular and behavior is appropriate.
- B. The student completes all assignments and tests as are required of other students in the class.
- C. The class is deemed by school administrators to be age/grade appropriate and is open for additional students.
- D. Prerequisite course requirements are met.
- E. Transportation, other than regularly scheduled school bus, is provided by the parent/guardian.
- F. Credit is granted only after successful completion of the course.
- G. Enrollment will be by the full semester only.
- H. Participation is not prevented by existing Hermon School Department policy.

Special Education

Students will be considered eligible for special education services provided the following:

- A. The Hermon School department Pupil Evaluation Team has determined that a special education service is necessary.
- B. An Individual Education Plan (IEP) has been developed for the student that clearly identifies the services needed, the frequency of the service and the service provider(s).
- C. The parent has signed a consent for services form.
- D. The parent agrees to transport the student to/from school to receive services when bus times are not feasible.

Participation in Co-curricular Activities

Students may participate in co-curricular activities such as field trips, assemblies, science, social studies or math fairs provided the following:

- A. Prior written permission has been given by the parent.
- B. Prior written permission has been given by the principal.
- C. The student has agreed to abide by the same code of conduct as students who are enrolled full time and participating in the activity.

Participation in Extra-Curricular Activities

Students may participate in extra-curricular activities in the Hermon School Department provided the following:

- A. Students must meet the same academic, physical examination, age and eligibility requirements and standards as regularly enrolled students. Documentation of such must be provided when requested by the principal.
- B. Transfer students from equivalent instruction programs must meet the same eligibility requirements as regularly enrolled transfer students.

- C. Students must maintain the same code of behavior as required of other regularly enrolled participants.
- D. Students must travel to and from events with the team.
- E. The student may not be enrolled in another school.

Use of Facilities and Equipment

Students may use school facilities and equipment on the same basis as regularly enrolled students provided:

- A. The use does not disrupt regular student, staff or special program use.
- B. The use has been approved in writing by the building principal prior to use.
- C. The use will not create additional expense to the school department.
- D. The use is directly related to the home instruction educational program.
- E. The use does not involve removing furniture or equipment from the school premises.

Use of School Texts and Library Books

Students may be permitted to use school texts and library books provided:

- A. The text is appropriate to the student's age and grade chronology.
- B. The text is signed out to the student for a period of not longer than one school year.
- C. Library books are signed out according to the library loan policy.
- D. The student and parent agree to pay the school department for all lost, damaged and/or non-returned texts and/or library books.

Course Credits and Diploma Eligibility

Students may earn Hermon Hermon High School credits by:

- A. Attending and satisfactorily completing courses at Hermon High School.
- B. Presenting for evaluation a comprehensive portfolio of all home schooling work as well as a class syllabus outlining the Maine Learning Results educational standards for which credit is being requested.

Although portfolios may vary from course to course, a portfolio is meant to be a very detailed compilation of a student's work as evidence that specific learning standards and goals have been met. In general, each subject portfolio should show that the home schooled student has completed the appropriate and comparable coursework for the subject or course. Each subject portfolio must consist of the following:

- A. a curriculum guide or course outline which includes the Maine Learning Results standards that are measured.
- B. all student work for the course
- C. goals and objectives for the course
- D. evaluative criteria used by the home instructor
- E. documentation of related activities, experiences, trips, projects, etc., if appropriate
- F. the home instructor's assessment of the success of the student for this course.

This portfolio will be reviewed by a committee of five members including: a representative of the guidance department, a department chairperson, the principal, the student, and a representative of the home school instruction selected by the home schooling family. The parent may choose to present the portfolio(s) to the committee or to simply deliver the portfolio(s) for committee members to review with no personal presentation.

The committee will determine if credit is to be granted based upon the degree to which the evidence in the portfolio provides absolute confirmation that the standards of the Maine Learning Results and course goals have been satisfactorily met. The committee will also determine the credit to be awarded in accordance with Hermon School Department policy. If the decision of the committee does not meet with approval from the parent/student, a written appeal may be presented to the superintendent of schools and then the Hermon School Committee.

- C. To receive a diploma a student must be enrolled as a full time student at Hermon High School for two consecutive semesters and earn a minimum of six credits from the regular day instructional program.
- D. To receive a diploma students must satisfactorily complete all local and state graduation requirements.
- E. To be considered for inclusion in “formal class ranking”, student must be enrolled full time in a public high school for four consecutive semesters.
- F. Students wishing to be home schooled for individual courses and seeking Hermon High School credit need prior approval from a guidance counselor and the building principal and must complete the portfolio process as outlined above.
- G. Transfer credit will only be accepted at face value from an approved school as recognized by the Maine Department of Education or comparable state education department. Students participating in coursework through a “non approved” high school program will be subject to the same criteria as outlined for home schooled students including :
 - A. a curriculum guide or course outline which includes the Maine Learning Results standards that are being measured
 - B. All student work for the course
 - C. goals and objectives for the course
 - D. evaluative criteria used by the home instructor or non approved school
 - E. documentation of related activities, experiences, trips, projects, etc., if appropriate
 - F. the home instructor’s or non approved school assessment of the success of the student for this course.

Hermon School Department

Home School Program Review

Students may earn Hermon High School credit by:

Presenting for evaluation a detailed portfolio of all home schooling work for each class for which credit is being requested.

Although portfolios may vary from course to course, a portfolio is meant to be a very detailed compilation of a student's work as evidence that specific learning standards and goals have been met. In general, each subject portfolio should show that the home schooled student has completed the appropriate and comparable coursework for the subject or course. Each subject portfolio must consist of the following:

- A. a curriculum guide or course outline which includes the Maine Learning Results standards that are measured.
- B. all student work for the course
- C. goals and objectives for the course
- D. evaluative criteria used by the home instructor
- E. documentation of related activities, experiences, trips, projects, etc., if appropriate
- F. the home instructor's assessment of the success of the student for this course.

This portfolio will be reviewed by a committee of five members including: a representative of the guidance department, a department chairperson, the principal, the student, and a representative of the home school instruction selected by the home schooling family. The parent may choose to present the portfolio(s) to the committee or to simply deliver the portfolio(s) for committee members to review with no personal presentation.

The committee will determine if credit is to be granted based upon the degree to which the evidence in the portfolio provides absolute confirmation that the standards of the Maine Learning Results and course goals have been satisfactorily met. The committee will also determine the credit to be awarded in accordance with Hermon School Department policy. If the decision of the committee does not meet with approval from the parent/student, a written appeal may be presented to the superintendent of schools and then the Hermon School Committee.

Home School Program Review (cont'd)

	Course in which credit is requested	Amount of credit requested
_____ Student	_____	_____
_____	_____	_____
_____	_____	_____
_____ Address	_____	_____
Tel: _____	_____	_____
	_____	_____
	_____	_____

REVIEW COMMITTEE

Course Requested: _____

Principal: _____

Guidance Counselor: _____

Department Chair: _____

Home School Representative: _____

Home School Representative: _____

Comments:

_____ Credit Recommended
_____ Credit Not Recommended

Signatures / Date - Review Committee



Principal's Signature / Date

