

West Fargo Public Schools Home Education Handbook

*Guidelines
And
Procedures*



Revised 8/2011

Foreword

Home education is one of several means by which parents can fulfill their responsibility for educating their children. The North Dakota legislature has enacted laws to ensure that the state's responsibilities and legitimate interests in this endeavor are also guaranteed and protected. With the combined rights and interests of the state and of parents, the state has delegated certain responsibilities to local school districts to work with home educators to assure that all North Dakota students are receiving a quality education.

West Fargo Public School District has prepared this booklet to assist home educators by providing information, explaining procedures, and answering common questions.

This booklet is published and updated on the West Fargo Public School District website at <http://www.west-fargo.k12.nd.us>

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What is home education?

Home Education is an educational program for a child based in the child's home and supervised by the child's parent or parents. Participation in this program legally fulfills the compulsory instruction requirements of state law.

Who can teach a home schooled child?

A parent is qualified to supervise a program of home instruction if the parent:

- Has a high school diploma, GED or greater.

Once a parent has completed the monitoring requirements for one child, the parent is not required to be monitored with respect to other children being educated at home.

Home educators may attend classes, staff development programs, and training sessions provided to WFPS teaching staff.

A homeschooled child must be taught by one of the child's parents. State Attorney General Wayne Stenehjem's opinion of February 1, 2007, states, "In conclusion, it is my opinion that only a parent, qualified under N.D.C.C. §§ 15.1-23-03 and 15.1-23-06, may provide home-based instruction to that parent's child. With respect to home-based instruction, North Dakota law does not permit a parent to supervise the education of that parent's child by any other individual."

What are the home school parents' responsibilities?

1. **Each school year** the parent must send a completed Intent to Home Educate form to the Community High School office of the West Fargo Public School District. 207 West Main Avenue West Fargo, ND. This form must be sent in at least 14 days prior to the beginning of the home-school program or within 14 days of establishing residency in the district with the intention of home schooling a school-aged child. The statement of intent form is included in the Appendix of this booklet and it may be downloaded from <http://www.dpi.state.nd.us/forms/sfn16909.pdf>
2. The first year the student is home educated the parent must also send in copies of
 - The student's immunization records
 - The student's birth certificate or other proof of identity
 - Verification, such as a high school diploma or college transcript, of the parent's highest level of education
 - **NOTE** – if the home school student attended previously WFPS, only verification of parent's education is necessary, as we would have the other documents on file.
3. Supervise the courses required by state statute. The child must receive at least four hours of instruction each day for a minimum of 175 days each year. The curriculum must include:

Curriculum

- Elementary grades (1-8)

- English language arts, including reading, composition, creative writing, English grammar, and spelling
 - Mathematics
 - Social studies, including, the United States Constitution, United States history, geography, government, and North Dakota studies in the fourth and eighth grades, with an emphasis on the geography, history, and agriculture of this state
 - Science, including agriculture
 - Physical education
 - Health, including physiology, hygiene, disease control, and the nature and effects of alcohol, tobacco, and narcotics
- Secondary grades (9-12)
 - Four credits* of English language arts
 - Two credits of mathematics
 - Two credits of science
 - Four credits of social studies, including one credit of world history, one credit of United States history; one credit of world geography; and one-half credit of United States government
 - One-half credit of health
 - One and one-half credits of physical education
 - Eight credits of elective courses

*Each high school credit must consist of at least 120 hours of instruction per school year. Credits for the following courses must consist of at least 150 hours of instruction per school year: natural sciences, agriculture, business and office technology, marketing, diversified occupations, trade and industrial education, technology education, and health careers.

4. Maintain an annual record of:
- courses taken by the child
 - the child's academic course grades or record of progress
 - standardized achievement test results
 - documentation of child's work through multiple samples throughout course

If the child transfers back to a public school district, the parent will need to furnish these records to the school district superintendent or other administrator.

5. Arrange for Standardized testing

Children receiving home education must take a standardized, nationally-normed achievement test in grades 4, 6, 8, and 10. The test may be taken in the home or in a school. The test must be administered by a teacher licensed to teach by the Education Standards and Practices Board or approved to teach by the E.S.P.B. West Fargo Public Schools will provide a licensed teacher, without charge, to home education parents who request this. If the test is administered by a qualified individual who is selected by the parent, the cost of administering the test is the responsibility of the child's parent.

The WFPS Home School Coordinator can provide information on sources of standardized achievement tests, if the parent requests this. Sources of standardized tests and curriculum materials can be found on the Web, also. Many parents use Stanford Achievement Tests (SAT) or Iowa Tests of

Basic Skills (ITBS). Contact the West Fargo Public Schools Home School Coordinator (356-2008 or tgravel@west-fargo.k12.nd.us) if you want the school district to provide a teacher to administer the test. The parent is responsible for the cost of the test, and test scores must be forwarded to the Home School Coordinator or Assistant Superintendent. If the child's basic composite score on a standardized achievement test is less than the 30th percentile nationally, a multidisciplinary assessment team will assess the child for a potential learning problem.

Can home school students receive a high school diploma?

Yes, if they meet the requirements. West Fargo Public Schools grants diplomas only to those students who have completed all North Dakota and WFPS requirements for a high school diploma. In addition, to be eligible for a West Fargo High School diploma, the student must be enrolled in five semester credits at a WFPS high school during the semester prior to graduation.

The child's parent must supply a description of the course material covered in each high school subject, a description of the course objectives, and how the objectives were met. A transcript of the child's grades in courses taken in the home school must be provided to a WFPS high school principal for analysis, to ensure that all necessary coursework will be completed to earn a WFPS diploma. The granting of course credit towards attaining a WFHS diploma rests with the WFHS administration.

What are the responsibilities of the Home School Coordinator?

1. Carry out supervisory and administrative requirements of home education
2. Accept and file Statement of Intent submitted by parent choosing to home educate their children
3. Monitor compliance with required nationally-normed standardized assessments and assist parents, as requested
4. Monitor required remediation plans and annually make a determination of reasonable academic progress
5. Maintain files for students participating in home education
6. Convene and lead multidisciplinary assessment teams as necessary, per requirements of the North Dakota Century Code
7. Monitor and evaluate the student's progress by
 - Examining the student's program of studies
 - Conferencing with parents about the student
 - Examining academic progress records provided by the parent

The compensation of home education monitors hired by the parents is the responsibility of the parents.

How do home school educators get curriculum materials?

Parents are responsible for purchasing all materials. School district textbooks may be borrowed by home school parents *if* the school has extra copies available.

There are many companies and organizations that sell or provide curriculum materials for home schools. You can find these on the Web by using the term Home School in a Google search. You may also contact the North Dakota Home School Association at

NDHSA, 1854 107th St NE, Bottineau, ND 58318

Telephone: 701-263-3727

Email: office@ndhsa.org

Website: ndhsa.org

Office Hours: Monday - Friday from 10:00 AM to 2:00 PM.

How do home school educators find standardized tests?

Here are some sources of standardized tests frequently used by home school parents:

Iowa Test of Basic Skills
Riverside Publishing Company
PO Box 1970
Iowa City, Iowa 52244

Stanford Achievement Tests
The Psychological Corporation
757 3rd Avenue
New York, NY 10017

Scholastic Achievement Test (SAT)
Scholastic Testing Service, Inc.
480 Meyer Road
Bensenville, IL 60106

Miscellaneous testing materials
Bob Jones University
Greenville, SC 29614-0001
1-800-845-5731

California Achievement Test (CAL)
<http://www.setontesting.com/default.php>
Piedmont Education Services,
1629 Turfwood Drive
Pfafftown, NC 27040-9513

Appendices

Curriculum Resources

**Parents must determine the curriculum.
Parents are responsible for purchasing all materials.**

<u>A Beka School Services:</u>	A Ministry of Pensacola Christian College Providing Excellence in Home-School Education Station TH, PO Box, 1800, Pensacola FL 32523-9160	1-800-874-3592
<i>Accelerated Christian Ed.</i>	(ACE)	1-800-925-7777
<u>Alpha-Phonics:</u>	A Complete System for Beginning Readers of All Ages	1-888-922-3000
<u>Christian Home Educators Curriculum Manual:</u>	Home Run Enterprises 12531 Aristocrat Avenue Box P, Garden Grove, CA 92641	
<u>Christian Light Association (CLE):</u>	A Bible-Based Curriculum for Grades 1-12 PO Box 1212-N, Harrisonburg, VA 22801-1212	1-540-434-0850
<i>The Elijah Company</i>	1053 Eldridge Loop, Crossville, TN 38558	1-615-456-6284
<u>The Home School Books and Supplies</u>	104 south West Avenue, Arlington, WA 98223	1-360-435-0376
<u>Home School Manual:</u>	Gazelle Publications, 1906 Niles-Buchanan Road Niles, MI 49120	
<u>Homeschooling Warehouse Great Christian Books</u>	http://www.greatchristianbooks.com 229 South Bridge Street, PO Box 8000 Elkton, MD 21922-8000	1-800-775-5422
<u>Math-U-See:</u>	A Manipulative Based K-12 Curriculum	1-888-854-MATH
<i>Plain Path Publishers</i>	PO Box 830, Columbus, ND 28722	1-704-863-2736
<i>School of Tomorrow Curriculum</i>	http://www.schooloftomorrow.com	
<i>Shekinah Curriculum Cellar</i>	PO Box 2154, Costa Mesa, CA 92627	1-714-751-7767
<i>The Sycamore Tree</i>	2179 Meyer Place, Costa Mesa, CA 92627	1-714-650-4466
<u>The Teaching Home:</u>	A Christian Magazine for Home Educators	1-800-500-8853
<u>Timberdoodle Company:</u>	E 1510 Spencer Lake Road Shelton, WA 98584 http://www.timberdoodle.com	1-800-478-0672
A-Z Home's Cool	http://homeschooling.gomilpitas.com/index.htm	

Resources subject to change and are not tracked by WFPS.

Books on Home Education

(Available in local bookstores, curriculum supply catalogs, or via internet bookstores)

- How to Tutor by Samuel Blumenfeld
- The 3R's (K-6) and You Can Teach Your Child Successfully (4-8) by Ruth Beechick
- And What About College by Cafi Cohen
- The Right Choice: Home Schooling by Christopher J. Klicka
- Home Schooling for Excellence by David and Micki Colfax
- What the Bible Says About Child Training by Richard Fugate
- The Christian Home School by Gregg Harris
- For the Children's Sake by Susan Schaeffer Macaulay
- Schoolproof by Mary Pride
- The High School Handbook by Mary Schofield
- A Survivor's Guide to Home Schooling by Luanne Shackelford and Susan White
- Beyond Survival – A Guide to Abundant Life – Home Schooling by Diana Waring
- 100 Top Picks for Homeschool Curriculum: Choosing the Right Curriculum and Approach for Your Child by Cathy Duffy
- Homeschooling: The Teen Years: Your Complete Guide to Successfully Homeschooling the 13- to 18- Year-Old by Cafi Cohen

Books specific to North Dakota:

- Record Keeping and Achievement Testing for Grades 1-8 by Camilla Leedah
- Strategies for High School: An Introduction to Course Planning, Record Keeping and college Considerations by Camilla Leedah

Another good source for information regarding home schooling is The North Dakota Home School Association. Their website is located at: <http://ndhsa.org/>

Test Publishers

Iowa Test of Basic Skills

Riverside Publishing Company
PO Box 1970
Iowa City, Iowa 52244

Metropolitan Achievement Tests

The Psychological Corporation
757 3rd Avenue
New York, NY 10017

CAL

<http://www.setontesting.com/default.php>
Piedmont Education Services,
1629 Turfwood Drive
Pfafftown, NC 27040-9513

SRA

Science Research Association, Inc.
155 North Wacker Drive
Chicago, IL 60606

Stanford Achievement Tests

The Psychological Corporation
757 3rd Avenue
New York, NY 10017

Scholastic Achievement Test (SAT)

Scholastic Testing Service, Inc.
480 Meyer Road
Bensenville, IL 60106

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