

Guidelines for Students Returning from Home Instruction Grades 9 - 12

General Information

The only home instruction program accredited by the Maryland State Department of Education for high school credit is Griggs University. If a student enrolls in the Howard County Public Schools with a Griggs transcript, the credits should be transferred to Howard County Public Schools without further evaluation.

For all other transfer students who are returning from home instruction, the following process should be followed:

The Superintendent/designee shall determine placement within the high school program and credits to be awarded by an evaluation of the student. This evaluation shall include one or more of the following:

- administration of standardized tests and examinations
- the use of interviews that are focused around the student's demonstration of course content knowledge and performance levels
- the inspection of transcripts, report cards, and other documentation.

Students who take college courses while on Home Instruction may earn high school credit for the courses if they are equivalent to courses in the Catalog of Approved High School Courses. The curriculum coordinators can assist the school in making this determination.

Students who take online courses while on Home Instruction may earn high school credit for the courses if they are on the HCPSS list of approved online courses which are evaluated by the Maryland State Department of Education. Other online courses may be reviewed using the same guidelines used for portfolio evaluations.

If there is no evidence of work samples, evaluations, and content mastery, credit will not be awarded.

Evaluating Home Instruction Portfolios

To evaluate portfolios of home instruction students or “credits” from home instruction school students, the school counselor will facilitate the following process:

1. The parent/student will bring in work samples, textbooks, and any other documentation of work in the courses where credit is being requested.
2. The content Instructional Team Leader at the school will review the documentation provided by the parent/student. In order to make a recommendation, the Instructional Team Leader should print out the Essential Curriculum for the course and document the

course objectives that have been met. A copy of the Essential Curriculum with the met objectives identified and the Instructional Team Leader's recommendation should be forwarded to the principal and kept in the student's cumulative file as documentation of the portfolio review. Central office curriculum coordinators may be used as a resource. A recommendation should be made to the principal based on one of three outcomes:

- a. The portfolio demonstrates substantial instruction in the objectives from the HCPSS Essential Curriculum and provides evidence of student mastery of the course content sufficient to earn a passing grade under board policy 8020.
(Recommendation: Credit can be awarded.)
- b. The portfolio demonstrates substantial instruction in the objectives from the HCPSS Essential Curriculum.
(Recommendation: Curriculum ITL administers the course mid-term and final exam and/or interviews the student to determine a mastery of the curriculum. The student should score a 60% or better on the exam to be awarded credit.)
- c. The portfolio demonstrates little or no evidence that the student the student has received substantial instruction in the objectives from the HCPSS Essential Curriculum.
(Recommendation: Credit is not awarded.)

Awarding Credit for Home Instruction Courses

Acting as the superintendent's designee, the principal makes the final decision to award credit for courses completed by home instruction students.

The student will be notified in writing by the principal of the reasons for any denial of transfer credits from non-accredited schools.

A maximum of eight credits per year may be awarded for students returning from home instruction.

When credit is awarded, the HCPSS courses will be reflected as a P to indicate that the student passed the course. No letter grades for home instruction courses will be used. This also includes credits awarded for Griggs University courses.

Home Instruction Contacts:

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Sources:

Office of Pupil Personnel Guidelines on Home Instruction
Policy 8030