

GENERAL INFORMATION REGARDING THE HOME STUDY PROGRAM

There are two educational options available for home schooling.

Home Study Program

Under this program, the parent is accountable for providing renewal information. (See Home Study Guidelines, Part V, Section B.) This program is approved by the State Board of Elementary and Secondary Education; therefore, students who meet TOPS requirements are eligible to receive this grant.

In-Home Private School Program

In this program, a parent or a group of parents can open a private school in their homes, give the school a name, and complete the attached form (or submit two copies of a letter) to notify the Department of Education of the school's existence. Students enrolled in this program are not eligible for TOPS.

1. A current home school application form (Revised May 2000) **MUST BE COMPLETED** for new and/or renewal students in the home study program and for parents who choose to open an in-home private school. This application **CANNOT** be processed unless the required information is submitted. **NOTE:** You do not need a separate application for each child. You can include up to five (5) children on one application.
2. A clear copy of the child's certified birth certificate must accompany the application for all **NEW** students. The birth certificate will be returned to you after processing. (Original certificate may be sent, but we are not responsible for lost or damaged birth certificates.) **NOTE:** Your application will not be processed and will be returned to you if the birth certificate(s) is(are) not enclosed.
3. For parents desiring to renew their home school application, documentation of achievement showing progression during the past year **MUST** be included with the application form (Home Study Guidelines, Part V, Section B). **NOTE:** Your application will not be processed and will be returned to you if the required renewal information is not enclosed.
4. Acquiring the textbooks is the responsibility of the parents. A possible source is the local school board office or companies such as the School Book Supply Company; 2630 Daisy Avenue; Baton Rouge, LA 70805, (800) 272-3055 or (225) 387-2362. Parents may also choose to use other available curricula. The choice of what type of curriculum and/or textbooks used is made by the parents, whether the student is enrolled in the Home Study Program or in the In-Home Private School Program.
5. Curriculum guides can be purchased from the Division of Student Standards and Assessments, Louisiana Department of Education; included in this packet is an order form listing available curriculum guides and their prices.
6. Arrangements for achievement testing of students is the responsibility of the parents. Testing can be arranged through the local school board office, or testing can be contracted privately

through professionals with that expertise. (See Section VI of the Home Study Guidelines.)
NOTE: since the guidelines were approved in 1984, the May and September dates have changed over the years. In either case, the parents have TOTAL responsibility for ALL arrangements.
NOTE: Parents should contact their local school board office during the first part of FEBRUARY to learn the dates of the end-of-year testing in the school system. (Ask for the test coordinator.) Parents can make arrangements to have their child(ren) tested at that time.

7. Parents who desire to enter their children in public, private, or parochial schools after their having been home schooled ARE responsible for ALL educational documentation and/or verification required by the local school system. The Home Study Section, Louisiana Department of Education, WILL NOT offer an opinion as to the student's grade level, achievement level, or appropriate academic placement. Testing/evaluation of the student(s) will be conducted by the local school system or private school to determine the student's proper grade level or Carnegie credit. (See Home Study Guidelines, Part VII.) You may also want to check with the school board office regarding the procedures as listed in the Pupil Progression Plan.

8. If a student wishes to return to the public schools, the parent should contact the local school system for information/procedures concerning grade placement and for information regarding high school Carnegie credits.

9. Students in grades 5 and 9 transferring to the public school system from the Home Study Program or from the In-Home Private School Program shall be required to take the 4th or 8th grade LEAP 21 English Language Arts and Mathematics Assessment and to score at the Approaching Basic or above achievement level. (See attached Guidelines for Nonpublic and Home Schooling Students Transferring to the Public School Systems: Participation in the LEAP 21 information sheet.)

10. Secondary students who are home schooled WILL NOT earn a regular high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Upon completion of the home schooling program, students must contact the local Adult Education Center regarding necessary procedures for obtaining the GED equivalency diploma.

11. Home Study applications are approved by the State Board of Elementary and Secondary Education. This Board meets on the fourth Thursday of each month. After approval, an approved copy of the application, birth certificate(s) and/or renewal information will be sent to the parent/guardian.

HOMESTUDY LETTER

TO: Parents/Guardians and Interested Persons
FROM: Sue Millican, Home Study Coordinator
Division of School Standards, Accountability and Assistance

SUBJECT: REVISED Application for Louisiana Home Study Program or In-Home Private School Program

and an Information Packet

Attached is the revised combined application for the Home Study Program or for the In-Home Private School Program and an information packet per your request. This updated information packet contains guidelines for compliance, an order form for State curriculum guides, rules for distribution of textbooks, general information/instructions regarding the Home Study Program, guidelines for transferring to the public school systems regarding participation in the LEAP 21, and miscellaneous curricular resources.

Please return the REVISED application form and a clear, readable copy of the birth certificate for each new applicant to the following:

Sue Millican
Home Study Program
Louisiana Department of Education
P. O. Box 94064
Baton Rouge, LA 70804-9064

(225)342-3473

To purchase curriculum guides, please return the order form and a check made payable to the Louisiana Department of Education to the following:

Curriculum Guides
Louisiana Department of Education
P. O. Box 94064
Baton Rouge, LA 70804-9064

To purchase textbooks, you may send your requests to the following:

School Book Supply Company
2630 Daisy Avenue
Baton Rouge, LA 70805

1(800)272-3055 or (225) 387-2362

Adopted by the State Board of Elementary and Secondary Education on November 15, 1984.

HOMESTUDY - GUIDELINES
(Pursuant to R.S. 17:236, 17:236.1 and 17:236.2)

I. Definition

A home study plan for the purposes of these Guidelines is a program in which an approved curriculum can be implemented under the direction and control of a parent or a tutor.*

II. Eligibility

Any child eligible by Louisiana law to attend Louisiana elementary or secondary schools shall be eligible to participate in a home study plan. The home study plan does not replace the provisions of the State home-bound law.

III. Application Process

New or Initial Application

A new or initial application must be made within 15 days after the beginning of the program to your local school board office for review and recommendation to the State Board of Elementary and Secondary Education.

The new or initial application shall be accompanied by a clear photocopy of the original birth certificate of the child.

Renewal Application

A renewal application must be made by October 1 of the school year, or within twelve months of the approval of the initial application, whichever is later.

A renewal application, after the 1984-85 school year, shall be approved if parents submit to the State Board of Elementary and Secondary Education satisfactory evidence that the program offered a sustained curriculum of a quality at least equal to that of the public schools at the same grade level.

Initial and renewal applications shall be approved at the discretion of the State Board of Elementary and Secondary Education.

IV. Instructor

A parent or tutor* may be permitted to provide instruction in a home study plan.

*Tutor: Court appointed guardian under Louisiana Law

V. Curriculum

For the 1984-85 School Year

The home study program shall have a sustained curriculum of a quality at least equal to that offered by public schools at the same grade level.

After the 1984-85 School Year

The sustained curriculum must be substantiated in one of the following ways:

A packet of materials which shall include such documents as:

a complete outline of each of the subjects taught during the previous year
list of books/materials used
copies of the student's work
copies of the student's standardized test results
statements by third parties who have observed the child's progress
any other evidence of the quality of the program being offered, or

Verification that the child took the State Basic Skills Test and scored at or above the State performance standard as established by the State Board of Elementary and Secondary Education for his/her grade level , or

Verification that the child has taken the California Achievement Test (CAT) or such other standardized examinations as may be approved by the State Board, including but not limited to test(s) approved for the Nonpublic School Testing Program, and the child has scored at or above his/her grade level or the child has progressed at a rate equal to one grade level for each year in home study, or

A statement from a teacher certified to teach at the child's grade level stating that the teacher has examined the program being offered and that in his/her professional opinion this child is being taught in accordance with a sustained curriculum of quality at least equal to that offered by public schools at the grade level, or in the case of children with mental or physical disabilities, at least equal to that offered by public schools to children with similar disabilities. The teacher evaluation is subject to review and approval by the State Board of Elementary and Secondary Education.

In order to receive a Louisiana state equivalency diploma, the student must pass the General Educational Development (GED) test. Completion of a home study program does not entitle the student to a regular high school diploma

VI. Testing (After the 1984-85 School Year)

A parent of a child in home study may request of the city/parish superintendent or the State Superintendent that the child be administered the State basic skills test or the Louisiana State assessment under the following conditions:

Dates of the test shall be in May and September or on such other dates as determined by the city/parish superintendent or State Superintendent.

A fee covering actual costs of administering, scoring, and reporting the results of the test of up to \$35.00 may be charged.

The examination shall be administered with the same instructions and under similar conditions as provided to children enrolled in public schools.

A certified teacher administering the test shall promptly provide the parent a statement indicating the child's score and whether he/she passed the examination by meeting the State performance standard on the State Basic Skills Test or the established performance standard on the Louisiana State Assessment Test.

VII. Provisions for Admission or Readmission to the Public School System

A. The local public school system shall have a written policy included in the local Pupil Progression Plan for admission or readmission of home study students to public schools.

The policy will provide for the screening and evaluation of such students and shall include examinations to determine the grade level at which students should be admitted.

The policy shall include the administration of the Basic Skills Test or the Louisiana Assessment Program Tests for the grades offered by the State. copies of the test will be provided by the State Department of Education.

B. At the grade levels in which state-level tests are available, the local school system will submit for State Department of Education approval the examination instrument that measures the State adopted grade level standards. These instruments may include any one of the following: 1) locally developed system- wide criterion-referenced test, 2) locally adopted commercial criterion- referenced test, or 3) locally adopted commercial non-referenced test.

C. Other screening and evaluation instruments or procedures to be applied in the grade level placement decision must be detailed and submitted for State Department of Education approval.

Due Process

The due process procedures for resolution of disagreements at the local level pertaining to the application and reauthorization of the home study plan shall follow the procedures established by the State Board of Elementary and Secondary Education in its Policies and Procedures Manual.

Costs

All reasonable costs directly attributable to the home study program shall be borne by the parents or guardians.

RULES AND PROCEDURES FOR THE DISTRIBUTION
OF SCHOOLBOOKS AND MATERIALS OF
INSTRUCTION TO HOME STUDY STUDENTS
(In Accordance With Act 338, 1991)

1. Submit application and obtain approval for participation in the Home Study Program.
2. Present copy of approved Home Study Application form to the Textbook Supervisor or designee at your local school board office.
3. Select the textbooks and/or materials needed from the listing provided by the textbook personnel at your local school board office. (Only materials approved by SBESE and adopted by local school districts are provided, when available, through this Act.)
4. A small deposit equal to fifty percent (50%) of the replacement cost is required. This deposit will be returned when the books are returned to the local school board office. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbooks rental program until all textbooks debts have been cleared.

NOTE: Only one grade level set of texts per child per subject is available at any single time.

Contact the Textbook Supervisor, Louisiana Department of Education, at (225) 342-5431 for further information regarding textbooks.

COURSE GUIDELINES

Name: _____ School System: _____

Address: _____ Telephone No.: (____) _____

_____ Contact Person: _____

_____ Date: _____

| BULLETIN NUMBER | TITLE | NO. OF COPIES | PRICE PER COPY | TOTAL |
|--------------------|--|------------------|-------------------|-------|
| 1586 | Elementary Classroom Music (Revised 1992) | _____ | \$ 8.00 | _____ |
| 1587 | Secondary Classroom Music (Revised 1992).. | _____ | \$12.00 | _____ |
| 1591 | Elementary Art Education (Revised 1992)..... | _____ | \$12.00 | _____ |
| 1592 | Secondary Art Education (Revised 1992)..... | _____ | \$12.00 | _____ |
| 1737 | Fine Arts Survey (Revised 1992)..... | _____ | \$14.00 | _____ |
| 1894 | The Pebble Book(Arts in Elem. Classroom)..... | _____ | \$ 7.50 | _____ |
| 1918 | Creative Movement - Dance..... | _____ | \$ 7.50 | _____ |
| 1919 | Communication - Theatre Arts..... | _____ | \$11.00 | _____ |
| 1923 | Middle School Music..... | _____ | \$ 7.50 | _____ |
| 1924 | Middle School Visual Arts..... | _____ | \$ 7.50 | _____ |
| Posters: | | | | |
| | DEEP into Math - Core of K-8 Mathematics.... | _____ | \$ 3.00 | _____ |
| | SAGE - English Language Arts (K-12)..... | _____ | \$ 3.00 | _____ |
| | LINCS - Science Performance Expectations (K-8) | _____ | \$ 3.00 | _____ |
| 1956 | Louisiana Mathematics Teacher Handbook. | _____ | \$20.00 | _____ |
| | Intro Alg./Geom: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Algebra I: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Geometry: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Algebra II: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Financial Math: A Model Course Guideline | _____ | N/C | _____ |
| | Algebra I: Part I: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Algebra I: Part II: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Applied Math I: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Applied Math II: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Applied Math III: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Integrated Math I: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Integrated Math II: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Integrated Math III: A Model Course Guideline | _____ | \$ 5.00 | _____ |
| | Biology I: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| | Biology II: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| | Chemistry I: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| | Chemistry II: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| | Physics I: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| | Environ. Science: A Model Course Guideline | _____ | \$ 6.00 | _____ |

| | | | |
|---|-------|----------------|-----------------------|
| Integrated Science: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| Physical Science: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| Physics II: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| Earth Science: A Model Course Guideline | _____ | \$ 6.00 | _____ |
| 1596 Comprehensive Health K-10 (1991)..... | _____ | \$10.00 | _____ |
| 1597 Physical Education K-10 (Revised 1995)..... | _____ | \$20.00 | _____ |
| | | | TOTAL \$ _____ |

Only a Personal Check, Cashier's Check, or Money Order (no tax) is accepted for payment when purchasing guides. Mail the Order Form to:

**Louisiana Department of Education
Division of Student Standards and Assessments
Attn.: Trena Keel
P.O. Box 94064
Baton Rouge, LA 70804-9064**

Revised 11/01

www.louisianaschools.net

CONTENT STANDARDS/ASSESSMENT GUIDES

(11/01)

RELEASED TEST ITEMS

BULLETIN 741

www.louisianaschools.net

NAME: _____ SCHOOL SYSTEM: _____

ADDRESS: _____ TELEPHONE NO.: (____) _____

_____ CONTACT PERSON: _____

_____ DATE: _____

| BULLETIN NUMBER | SUBJECT | NO. OF COPIES | PRICE PER COPY | TOTAL |
|--|--|---------------|----------------|-------|
| CONTENT STANDARDS (COMPLETE SET).. | | | \$40.00 | |
| 1962 | Science Content Standards..... | _____ | \$10.00 | _____ |
| 1955 | Math Content Standards..... | _____ | \$10.00 | _____ |
| 1963 | Arts Content Standards..... | _____ | \$10.00 | _____ |
| 1964 | Social Studies Content Standards..... | _____ | \$10.00 | _____ |
| 1965 | English/Language Arts Content Standards..... | _____ | \$10.00 | _____ |
| 1966 | Foreign Language Content Standards..... | _____ | \$10.00 | _____ |
| TEACHER'S GUIDES TO STATEWIDE ASSESSMENT: | | | | |
| | English Language Arts..... | _____ | \$10.00 | _____ |
| | Mathematics..... | _____ | \$10.00 | _____ |
| | Science..... | _____ | \$10.00 | _____ |
| | Social Studies..... | _____ | \$20.00 | _____ |
| LEAP 21 TUTORING GUIDES: | | | | |
| GRADE 4: | | | | |
| | English Language Arts..... | _____ | \$10.00 | _____ |
| | Mathematics..... | _____ | \$10.00 | _____ |
| GRADE 8: | | | | |
| | English Language Arts..... | _____ | \$10.00 | _____ |
| | Mathematics..... | _____ | \$10.00 | _____ |
| 2001 RELEASED TEST ITEMS: | | | | |
| LEAP 21 GRADE 4: | | | | |
| | Includes English Language Arts, Mathematics Science and Social Studies..... | _____ | \$10.00 | _____ |
| LEAP 21 GRADE 8: | | | | |
| | English Language Arts..... | _____ | \$ 5.00 | _____ |
| | Mathematics..... | _____ | \$ 5.00 | _____ |
| | Science..... | _____ | \$ 5.00 | _____ |
| | Social Studies..... | _____ | \$ 5.00 | _____ |
| GEE 21 GRADE 10 | | | | |
| | English Language Arts..... | _____ | \$ 5.00 | _____ |
| | Mathematics..... | _____ | \$ 5.00 | _____ |
| BULLETIN 741 | | | | |
| 741 | Handbook for School Admin.. (Nonpublic).... | _____ | \$15.00 | _____ |
| 741 | Handbook for School Admin.. (Public)..... | _____ | \$25.00 | _____ |
| | | | TOTAL | _____ |

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Louisiana Department of Education
 Division of Student Standards and Assessments
 Attn: Trenda Keel
 P.O. Box 94064
 Baton Rouge, La 70804-9064

