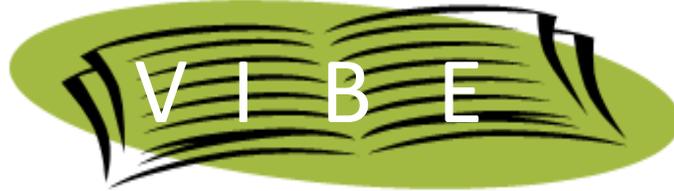


**GOVERNMENT OF THE VIRGIN ISLANDS  
VIRGIN ISLANDS BOARD OF EDUCATION**



**Home Education Policy**

Approved by the 13th Elected Board of Education  
May 14, 1998

Amended by the 17th Elected Board of Education  
December 4, 2015

## **Statutory Authority**

Virgin Islands Code Title 3, Section 912, states that each regulation adopted, to be effective, must be within the scope of authority conferred and in accordance with standards prescribed by other provisions of law. Virgin Islands Code Title 17, Section 84 authorizes the Virgin Islands Board of Education to prescribe rules and regulations for the Home Education of children who have been granted written permission by the Commissioner of Education to remain out of school for that purpose.

In compliance with Virgin Islands Code Title 3, Section 933, an original and two duplicates of these regulations are filed with the Office of the Lieutenant Governor for publication in the Virgin Islands Rules and Regulations.

## **Section 84-1 Definitions:**

- (a) “Board” means the Virgin Islands Board of Education.
- (b) “Commissioner” means the Commissioner of the Virgin Islands Department of Education or his designee.
- (c) “Department” means the Virgin Islands Department of Education or his designee.
- (d) “District” means St. Croix or St. Thomas/St. John.
- (e) “Home education program” means education provided at home by a person holding at least a high school diploma (or its equivalent) to students of compulsory school attendance age.
- (f) “Home education” means learning outside of the public or private school environment. It involves a commitment by a parent/guardian to oversee his/her child’s educational development.
- (g) “Home” means a place where the child is educated outside the traditional school setting. The term "home" is not necessarily limited to a house. For most families, their home schooling involves being out each day, learning from the rich resources available in their community, environment, and through interactions with other families who home educate. Home education is conducted primarily by the parent/guardian or other person who has custody of the child or nonpublic school instruction provided in the child's home.
- (h) “Home education provider” means a parent who is educating his/her child at home and controls the child’s education. Delegation of control to either a private school program or fee-based classes held outside the home for core subjects reclassifies the parents/guardians as something other than home education providers, at least in relation to the child/children involved in said program or classes.
- (i) “The Virgin Islands Summative Assessment Tests” means: The end-of-year Smarter Balanced Summative Assessments in English/Language Arts and Mathematics.

## **Section 84-2 Notice of Intent**

(a) Parents/Guardians who desire to home school their children shall file a *Notice of Intent for Home Education* with the Commissioner of Education on forms provided by the Commissioner. The Notice of Intent for Home Education must be completed on an annual basis at least 10 days before home education begins.

(b) A completed *Notice of Intent for Home Education* form shall include, but not be limited to:

- (1) the name of parent(s)/guardian(s),
- (2) their physical and mailing address, emails and contact telephone numbers for all persons listed,
- (3) the name(s), age(s), & grade level(s) of each student who will participate in the home school program,

(c) Parents/guardians shall complete the Department of Education's student withdrawal process and provide proof of such withdrawal as part of the Notice of Intent for Home Education.

(d) The Notice of Intent for Home Education shall be kept the Department of Education as part of a student's permanent record.

## **Section 84-3 Application Review and Approval**

(a) The Commissioner of Education shall appoint a designee who will receive, review, and forward Approved/Disapproved Notices of Intent for Home Education to the Virgin Islands Board of Education, the Superintendent of Schools, the Division of Curriculum and Instruction, and the parent/guardian.

(b) The Commissioner shall notify the parent/guardian of approval/disapproval of the Notice of Intent for Home Education no later than 15 calendar days after the receipt of the Notice of Intent. A copy of the Home Education Policy should be enclosed with the response. A letter of explanation shall be enclosed if there is cause to disapprove an intent document.

(c) The Commissioner of Education shall require the parent/guardian to produce educational records, if it is determined that the student's Home Education is not in compliance with the guidelines established by law.

## **Section 84-4 Report to the Board**

The Department of Education shall provide a list of all applicants to the Board of Education at the end of every semester.

## **Section 84-5 Home Education School Year and Education Hour Requirements**

The Home Education school year shall be determined according to the Department of Education's public school calendar. Each home education program shall provide for a minimum of 1080 hours of for each child.

### **Section 84-6 Home Education Instructional Plan**

- (a) Each child shall be provided with an instructional plan by the Home Education Provider/Instructor prior to the start of the school year. The scope of the instructional plan shall include, but not be limited to:
  - (1) Name of teacher(s),
  - (2) Qualification(s) of teachers
  - (3) Subject(s) to be taught,
  - (4) Days of instructional contact,
  - (5) Hours per day of instructional program, and
- (b) Teacher's method of assessment shall include various levels of evaluation.

### **Section 84-7 Home Education Plan Curriculum**

The home education program shall include but not be limited to the following subjects:

- (a) Primary level education: Reading, language arts, mathematics, science, social studies, and electives.
- (b) Secondary level education: English, mathematics, science, Virgin Islands culture & history, physical education, foreign language & digital literacy

### **Section 84-8 Testing and Annual Review**

(a) The Virgin Islands Summative Assessment Test(s) must be given in grades 3, 5, 7, and 11. The test will be administered at a location designated by the Department of Education. Results will be provided by the Department of Education to the parent or guardian of record.

(b) The review shall occur in the major subjects required for promotion as indicated in the promotion/retention policy. Major subject department chairpersons shall be available to confer with principal, counselor, student, and parents/guardians.

(c) An annual review of the student's record and progress will be conducted by a Department of Education representative.

(d) If assessment scores or the composite scores for the student is below proficiency level, or the child is judged not to be making progress, the Department of Education will advise the parents/guardians to seek help to enhance the student's skills.

(e) All students requesting re-entry into the public school system shall be tested for placement purposes.

### **Section 84-9 Student Portfolio**

Each home education provider/instructor shall submit to the Department of Education a student portfolio by July of every school year. Written notification will be provided to parents by the Department of Education for submission date.

(a) The student portfolio should include a log of educational activities by date, samples of work in the curriculum areas to include, but not be limited to, writing samples, worksheets, workbooks, pictures of projects with description of the tasks, and evaluations.

(b) The portfolio shall be preserved by the parent/guardian during all years of home education and be made available for inspection by the Virgin Islands Department of Education.

### **Section 84-10 Provision of Home Education Resources**

Books, curriculum & assessment tools are the responsibility of parents/guardians. Upon review by the Department of Education, the Department may provide resources to remediate or provide enrichment.

### **Section 84-11 Graduation Regulations Compliance**

High school students must comply with the Virgin Islands Board of Education's graduation requirements as prescribed in its rules and regulations.

### **Section 84-12 Record Keeping**

(a) The district shall keep a file of yearly approved/disapproved list of Intent for Home Education.

(b) A copy of the home education notification should be placed in the student's cumulative folder and the child should be listed as withdrawn or re-entry.

(c) A copy of the home educator's academic credentials must be kept on file.

(d) Home education approved date and withdrawn or entry information must be sent to the Registrar in the student's respective school district.

### **Section 84-13 District Requirement and other Compliance**

(a) Students in a Home Education program shall follow the District's registration, enrollment or withdrawal procedures, where applicable.

(b) Home Education students transitioning to the public school system must meet the requirements established for Virgin Islands' public schools (e.g., immunization, graduation credits, assessments, grade point average, etc.)

Approved by the 17<sup>th</sup> Virgin Islands Board of Education on the 2<sup>nd</sup> day of April 2016.

  
\_\_\_\_\_

Chairman

  
\_\_\_\_\_

Secretary

**Home Education Application Form  
(Complete one form for each child)**

Date: \_\_\_\_\_

**Notice of Intent for Home Education**

**Part A.**

**Name of Student** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Contact numbers Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Current Grade Level:** \_\_\_\_\_

**School Last Attended (Public or Private)** \_\_\_\_\_

Reason for withholding student from public school education:

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**Part B. Academic program** (list subjects)

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The minimum recommended number of home education hours is 1080.

Home education instructor's method(s) of assessing student's progress:

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**Parents/Guardians utilizing home education of other persons and/or entities must review business licenses and other practices before accepting terms and conditions of services to be rendered.**

**Part. C. Academic Review**

- An annual academic review must be done in accordance with the Department of Education’s school calendar year, and may include a student/parent/guardian interview.
- The student’s home education portfolio must be submitted to the Department of Education upon notification and request.
- The Virgin Islands’ Summative Assessment Test(s) must be given in grades 3, 5, 7, and 11. The test will be administered at a designated location by the Department of Education. Results will be provided by the Department of Education to the parent/guardian of record.

**Part D. Confirmation & Signature(s)**

**Whereas, I am the legal parent/guardian of \_\_\_\_\_, I do herein acknowledge and accept full responsibility for the education of my child in accordance with the requirements of Virgin Islands Law VIC Title 17, §84. I affirm that the information provided in this form and its supporting documents are true and accurate.**

Parent/guardian’s signature (print & sign) \_\_\_\_\_ Date \_\_\_\_\_  
 Physical address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Contact number: \_\_\_\_\_

Parent/guardian’s signature (print & sign) \_\_\_\_\_ Date \_\_\_\_\_  
 Physical address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Contact number: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me  
on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public

**Do Not Write Below This Line. For Official Department Use Only.**

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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Commissioner of Education

cc: VI Board of Education  
District Superintendent