

# Parents Educating At Christian Homes

## OHIO HOMESCHOOL NOTIFICATION PEACH Recommended Procedures

*The Ohio Homeschool regulations were established for our protection, and it is through our understanding of them that we can be secure in our privilege to homeschool. You must notify for any child who is compulsory school age (age 6 by Aug. 1 or Sept. 30, depending on the school district, through age 18). PEACH recommends that you educate yourself in the regulations and know your rights and responsibilities.*

*You can read the regulations and learn more about getting started homeschooling in Ohio from the CHEO website: Go to [www.cheohome.org](http://www.cheohome.org) and click on "Getting Started."*

### STEPS FOR NOTIFICATION

- 1. Print and fill out the notification form.** (See specific instructions, page 2-3 below)  
*\*\*\*Go to [www.peachhomeschool.org](http://www.peachhomeschool.org) Click on "Forms and Links" Click on "Homeschool Notification Form" (PEACH usually prints this on blue paper; white is fine.)*  
*\*\*\*You are NOT required to use this form. As long as you follow the regulations and provide all required information, any format is permissible. The form PEACH uses was designed to follow the regulations and ensure all required information was included..*  
*\*\*\*DO NOT use forms provided by the school district. They often include information that is not required by the regulations. It is important to protect our rights as homeschoolers by meeting the regulations and insisting the school districts do the same. The regulations were written to prevent school superintendents from arbitrarily requiring additional information.*
- 2. Prepare a brief outline of your proposed curriculum and a list of textbooks, teaching materials, etc. you intend to use.** (See specific instructions, page 3, below)
- 3. Attach assessment report if this is not your first time notifying.** (See specific instruction, ,page 5-6, below)  
*\*\*\*To print assessment forms go to [www.peachhomeschool.org](http://www.peachhomeschool.org) and click on "Forms and Links." (PEACH usually prints the testing form on pink and the narrative form on yellow; white is fine)*
- 4. Photocopy the original paperwork for your records**
- 5. Send by Certified Mail (with a return receipt request) to the superintendent of your local school district.** (See list of addresses for notification, page,7 below)  
*\*\*\*Remember to keep copies of ALL correspondence with the school system.*  
*\*\*\*Notification must be received by the first day of school.*

## HOW TO FILL OUT THE NOTIFICATION FORM

(1) **Fill in current school year.**

(2) **Fill in parent's name.**

*\*\*\*It is preferable to use the husband's name and signature on the form. This establishes that the husband is responsible as the head of household and is the contact person.*

**Fill in address (no phone number).**

*\*\*\* We do NOT recommend giving your phone number. All communication with the school district should be recorded in writing. No personal meetings with school officials are required by the regulations.*

(3) **Fill this in only if a person other than a parent is teaching the core subjects listed in section 5.**

*\*\*\*Fill this in if you have delegated some or all of the teaching to another person, (i.e. a grandparent, tutor, friend, etc.). This person must meet the qualifications listed section 9 below.*

(4) **Fill in name and birthdate (NOT grade level or social security number) of children to be educated at home.**

*\*\*\*Only list children of compulsory school age (6 – 18 years old).*

*\*\*\*If you plan to enroll your Kindergarten student in public school next fall, DO list him so that the school district has a record of him. Kindergarten is a pre-requisite for first grade in Ohio.*

*\*\*\* Although some school districts ask for it, grade level is NOT required in the homeschool regulations and should NOT be included on the notification form.*

(5) **Place a check before the statement, "...Assurance that home education will include the following..."**

*\*\*\*You are providing assurance that you will teach the subjects listed, unless they conflict with your sincerely held religious beliefs.*

*\*\*\*The list of subjects are general and will be tailored to your individual student's needs. You are not required to teach, for example, (b) "geography, history of the United States and Ohio, and national, state, and local government" all in the same year, although you should have a plan for the history you will be covering this year.*

(6) **Place a check before the statement, "..Brief outline of the intended curriculum..."\***

*\*\*\*(See next page for further instructions on the brief outline)*

- (7) **Place a check before the appropriate line: “textbooks,” “correspondence courses,” commercial curricula,” and/or “other basic teaching materials...” \***

**\*Attach a BRIEF outline of your intended curriculum and a LIST of textbooks or teaching materials.** (See sample outlines, page 8-11, below)

*\*\*\*This outline should be brief. You are NOT required to photocopy contents of textbooks, send scope and sequences, provide lesson plans, etc.. Example:*

*Science - A Beka - Discovering God's World - weather, rocks, insects*

*Math - A Beka - Mathematics 3 - addition, subtraction, multiplication*

*Language - A Beka - Language 3 - letter writing, capitalization, punctuation*

*\*\*\*You are NOT required by the regulations to provide separate outlines for each child, although you may do so if you desire.*

*\*\*\*The brief outline includes what you INTEND to use. You may change your plan at any time during the year without notifying anyone of those changes.*

*\*\*\*The school district is not allowed to make a judgment on the content of the teaching material you select. This information is “for informational purposes only” and is provided to show the superintendent that you have given considered thought to teaching materials.*

*\*\*\*Although you have assured the superintendent that you will teach the items listed in Section 5, it is advisable that you be sure to include each of these items in your brief outline. Notifications in Greene County, especially, have been rejected as being incomplete because one or more of the items in (5) (a – h) were not included on the brief outline. As homeschoolers, we often teach things like fire safety or first aid as a part of our lifestyle rather than artificially through a textbook like the public school must do. The superintendent, however, looks at the brief outline as an easy way of checking to make sure there is a “plan of action” for all required items.*

- (8) **Place a check before the statement, “Assurance that the child will be provided a minimum of 900 hours....”**

*\*\*\*The 900 hours of education includes not only bookwork but any activities where education occurs such as field trips, reading, educational videos, character development, informal instruction, etc.*

*\*\*\*You are NOT required by the Ohio regulations to document these 900 hours, although it is wise to keep track of your student’s progress for you own records. NOTE: Some states DO require a record of attendance. If you anticipate a move (ex. military family), research the homeschool laws of your new location and keep good records.*

- (9) **Place a check before the statement, “Assurance that the home teacher has one of the following qualifications...”**

*\*\*\*You are NOT required to provide proof of your qualification, or to indicate which qualification applies to you.*

- (10) **Sign the form.**

*\*\*\* The person listed in (2) above should sign the form. (Usually the husband)*

## ADDITIONAL RECOMMENDATIONS:

1) **Privacy Protection – Inform the district that you require that they do not release personal information.**

*\*\*\*It is your right to require that the school district NOT release directory information as defined in ORC 3319.21(B)(1). You may include this or a similar statement on your notification form or in a cover letter:*

"Pursuant to Ohio Revised Code Section 3319.321(B)(2)(a), we hereby inform the school board that no personally identifiable information, including directory information, should be released without our prior written consent."

2) **Statement of Religious Belief**

*\*\*\*If you are homeschooling due to sincere religious conviction, you may wish to include a statement expressing those beliefs in a cover letter or on your notification form. This establishes your philosophy of education and your position of responsibility in directing your children's educations. It is possible that this statement could support a later claim of free exercise of religion should our homeschool freedoms be threatened.*

3) **Inform the superintendent if you discontinue homeschooling to enroll elsewhere or because your child graduates.**

*\*\*\*If your child's status changes as a homeschooler (i.e. he enrolls in public school, charter school, 08 school, private school, or he graduates), inform the superintendent at the time of subsequent notification so that the school district will not file for truancy unnecessarily.*

*\*\*\*NOTE: This step is NOT a requirement of the homeschooling regulations but is listed here as a courtesy to the school district.*

4) **Keep accurate records if you plan to re-enroll in school at a later date.**

*\*\*\* Grade placement is at the discretion of the superintendent. The regulations allow the superintendent to consider the following when making a placement decision:*

- 1. to consider the child's most recent annual test results or narrative report,*
- 2. to consider requiring the child to take any or all tests REGULARLY SCHEDULED for district pupils of similar age,*
- 3. to consider other information that may include interviews with the child and/or the parents.*

*\*\*\*High School credit is usually given as Pass/Fail. Grade point averaging usually begins at the time of enrollment.*

## ASSESSMENT OPTIONS

The regulations state, “The parent shall send to the superintendent an academic assessment report for the previous school year at the time of supplying subsequent notification.”

*\*\*\*If this is your **first** year homeschooling, you **DO NOT** need to send an assessment.*

*\*\*\*If you homeschooled last year but **did not notify** because your child was not yet compulsory school age (age six by August 1 or September 30, depending on your district), you **DO NOT** need to send an assessment.*

*\*\*\*If you notified last year, even if your child was not yet six years of age, then you **MUST PROVIDE** an assessment.*

*\*\*\*Send your assessment report to the superintendent along with your other notification paperwork.*

**Ohio homeschoolers have THREE options for assessing their children.**

### OPTION #1 – TESTING

For this option the regulations require “...Results of a nationally normed, standardized achievement test...Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.”

*\*\*\*You are NOT required to send a copy of the complete printout of your test scores.*

*\*\*\*You may report your score on the form provided by PEACH which has been updated to read “The COMPOSITE results, of the \_\_\_\_\_ percentile, demonstrates reasonable proficiency as compared to other children in the district.” To print this form, go to [www.peachhomeschool.org](http://www.peachhomeschool.org) and click on “Forms and Links.”*

*\*\*\*Some superintendents have requested the actual copy of the test scores. You may contact HSDLA for advice in this case. They have an updated form on their website for their members to use to report test scores. You may also provide the superintendent with a copy of your test scores, **BLACKING OUT ALL PERSONAL INFORMATION AND SCORES OTHER THAN THE COMPOSITE (or complete battery) SCORE.***

## **OPTION #2 – Written Narrative**

**For this option the regulations require “...A written narrative indicating that a portfolio of samples of the child’s work has been reviewed and that the child’s academic progress for the year is in accordance with the child’s abilities. The written narrative shall be prepared by...a certified teacher or other person mutually agreed upon by the parent(s) and the superintendent.”**

*\*\*\*PEACH includes a list of certified teachers who are willing to do assessments in the newsletter in the spring.*

*\*\*\*You are NOT required to provide a teaching certificate number for your assessor.*

*\*\*\*Please be considerate and do not wait until the last minute to schedule your assessment!*

## **OPTION #3 – Alternative Assessment Report**

**This option is “...An alternative academic assessment of the child’s proficiency mutually agreed upon by the parent and the superintendent.”**

*\*\*\*You and the superintendent must both agree on this third option before you send your notification.*

*\*\*\*An alternate assessment can be ANYTHING that you and the superintendent can agree upon. It might be a report card issued by an umbrella school or an alternate test like the Scholastic Aptitude Test, as long as both you and the superintendent agree.*

## ADDRESSES FOR NOTIFICATION

### **Cedarcliff, Greenview, Sugarcreek, Yellow Springs, and Xenia:**

Greene County Educational Service  
Center  
360 E. Enon Road  
Yellow Springs, Ohio 45387  
Attn: Terry A. Thomas, Superintendent

### **Beavercreek:**

Beavercreek City Schools  
3040 Kemp Rd.  
Beavercreek, Ohio 45431  
Attn: James P. Micale, Pupil Services  
(Home Education)

### **Centerville:**

Centerville City Schools  
111 Virginia Avenue  
Centerville, Ohio 45458

### **Clark County:** (excluding Springfield City)

Clark County Educational Service Center  
30 Warder Street  
Springfield, OH 45504  
Attn: Dr. Stacia Smith, Superintendent

### **Clinton Massie:**

Southern Ohio Educational Service  
Center  
62 Laurel Drive  
Wilmington, Ohio 45177

### **Dayton:**

Superintendent, Dayton Public Schools  
115 South Ludlow Street  
Dayton, Ohio 45402  
Attn: Student Assignment Office

### **Fairborn:**

Fairborn Board of Education  
Superintendent's Office  
306 E. Whittier Avenue  
Fairborn, OH 45324  
Attn.: Nancy Sturtz

### **Huber Heights:**

Mr. Richard J. Burke, Superintendent  
5954 Longford Road  
Huber Heights, Ohio 45424

### **Kettering:**

Kettering City Schools  
3750 Hills Ave.  
Kettering, OH 45429  
Attn: Robert Mengerink, Ed.D.

### **Mad River/Riverside/Page Manor:**

Mad River School District  
451 West Third Street  
Dayton, Ohio 45422

### **Wayne:**

Warren County Educational Service  
Center  
320 East Silver Street  
Lebanon, OH 45036  
Attn: John Lazares

### **Wilmington:**

Wilmington City Schools  
341 South Nelson Avenue  
Wilmington, Ohio 45177

# SAMPLE OUTLINES OF CURRICULUM:

## SAMPLE #1: BRIEF OUTLINE AND LIST OF TEXTBOOKS

### (6) BRIEF OUTLINE

- I. Bible and Character Study**
- II. Language Arts**
  - A. Phonics
  - B. Penmanship/Creative Writing
  - C. Spelling/Grammar/Mechanics/Language Skills
  - D. Reading/Poetry/Literature
  - E. Research Paper/Essay Writing
- III. History and Geography**
  - A. Geography/Map Skills
  - B. Ancient History
  - C. Government
- IV. Mathematics**
  - A. Addition, Subtraction, Multiplication, and Division of Whole Numbers, Fractions, and Decimals
  - B. Story problems/Thinking Skills/Estimation/Averaging
  - C. Measures/Time/Money
  - D. Graphs and Scale Drawing/Basic Geometry
  - E. Algebra/Geometry/Pre-Calculus including Trigonometry
- V. Science**
  - A. Elementary - Earth/Life/Physical Science/Scientific Method
  - B. Computer Skills
  - C. Physical Science
  - D. Physics
- VI. Health**
  - A. Nutrition and Exercise/Personal Hygiene
  - B. Common Diseases
- VII. Physical Education**
  - A. Team Sports/Physical Fitness
  - B. Outdoor Activities/Swimming
- VIII. Fine Arts - Art and Music**
  - A. Survey of Art and Architecture Ancient Civilization/Greece/Rome
  - B. Piano/Violin/Guitar/Voice
- IX. First Aid, Safety, Fire Prevention**
  - A. First Aid
  - B. Water, Bike, Traffic Safety
  - C. Home, Kitchen Safety
  - D. Personal and Family Fire Prevention



Sample #1, cont.

(7)

**TEXTBOOKS AND OTHER BASIC TEACHING MATERIALS****I. Bible and Character Study - Holy Bible****II. Language Arts**

- A. *The Writing Road to Reading*
- B. *Explode the Code 5, 6, 7, & 8*
- C. *Rod and Staff - English 4; English 6; English 7*
- D. *Tapestry of Grace Year One Writing Assignments*
- E. *Write Source 2000; Writers Express; Write Away; Writers Inc.*
- F. *Classical Literature; Classical Children's Literature*
- G. *A Beka Readers*
- H. *Science Roots Vocabulary Study*

**III. History and Geography**

- A. *Tapestry of Grace Year 1 Core History - [www.tapestryofgrace.com](http://www.tapestryofgrace.com)*
- B. *Bob Jones World History*
- C. *Bob Jones US History*
- D. *Streams of Civilization*
- E. *Historical Fiction, Biographies, other Library Resources*
- F. *Tapestry of Grace Year 1 Core Geography*

**IV. Mathematics**

- A. *A Beka Arithmetic 2, 4, 6*
- B. *Teaching Textbooks Algebra I*
- C. *Building Thinking Skills*
- D. *Foeresters Pre-Calculus and Trigonometry or*
- E. *Chalk Dust Math Pre-Calculus or*

**V. Science and Health**

- A. *Apologia Science - Exploring Creation with Physical Science*
- B. *Apologia Science - Exploring Creation with Physics*
- C. *TOPS Science Modules*
- D. *A Beka Health 5 & 7 (Human Body)*
- E. *Home and Library Science Resources*

**VI. Fine Arts**

- A. *Drawing with Children, Drawing Textbook*
- B. *Bastian piano series*
- C. *Mueller Beginning Violin*
- D. *Classical Music CD's*

**SAMPLE #2: BRIEF OUTLINE AND LIST OF TEXTBOOKS INCLUDED IN A COVER LETTER:**

Charles M. Homeschooler  
I 10 Homeschool Drive  
Homeschool, Ohio  
August 20, 2010

Homeschool Educational Service Center  
I 10 Education Drive  
Homeschool, Ohio

Mr. Superintendent,

It is our desire to follow the regulations set forth in the Ohio Administrative Code for exercising our right to provide education for our children. Therefore we are notifying you of our choice to home educate our children, Abigayle, Joseph, Emma and Mark for the 2010-2011 school year. We believe that God calls us to this responsibility in Deuteronomy 4:9, 6:6-9, 11:18-21 and Psalms 78: 1 -8, and we desire to teach and train all our children according to His law. The following is a list of our intended curricula and books for the coming school year.

Bible-We engage in daily Bible study. We aim to know our Lord better and understand His precepts through regular study.

The Holy Bible  
Matthew Henry's Commentary on the Whole Bible  
Strong's Exhaustive Concordance to the Bible  
Strong's Concise Dictionary of Bible Words  
The Three-in-One Bible Companion

History- We believe it is important to know how the events of the past fit together and affect us today.

The Timetables of History  
The History of the World (Abeka)  
Heritage Studies for Christian Schools (Bob Jones University Press)  
Our American Heritage (Abeka)  
Exploring American History (Christian Liberty Press)  
Great American Statesmen and Heroes (Horizon Books)

Language-We believe it is important that our children be able to communicate properly and effectively. We will refine skills in grammar, composition, vocabulary and literature. To satisfy this objective, Abigayle will be enrolled in advanced composition at ABC Christian School.

Creative Writing for the Christian Student (Sky Press)  
1001 Vocabulary Words Level D (Prolific Writer)  
Literature of the Ages (compiled by Thomas Reader)

Science-We believe it is important to know how the geological formations on earth were formed and how systems on earth work, what special designs animals have for their specific purposes, how our bodies work, and how plants work and are useful to us.

In the Beginning (Center for Scientific Creation)  
How the Earth Works (Readers Digest)  
It Couldn't Just Happen (Word Publishing)  
Man's Useful Plants (Macmillan Publishing)  
God Made Me (Creation Science Press)

Mathematics-We desire our children to develop skills in accurate computation and be comfortable manipulating numbers.

Algebra 1 (Saxon)  
Geometry for Christian Schools (Bob Jones University Press)  
Consumer Mathematics (Abeka)  
Understanding and Manipulating Variables (Calculation Publishing)

Physical Education-We believe exercise is part of a healthy lifestyle and is incorporated into our schedule on a regular basis. In addition, all four children participate in either community sports or on teams at ABC Christian School.

Music-We participate in the music program at our church and study the history of music.

Make a Joyful Noise (Praise Him Publishing)  
Music for Worship: the history of church music (Praise Him Publishing)

Please do not release directory information, as defined in ORC 33 19.21(B)(1) without the written consent of Charles M. Homeschooler.

All four children demonstrated “reasonable proficiency” [OAC 3301-34-04 (B)(1)(b)] on the Stanford Achievement Test, which was administered by a person duly authorized by the publisher of the test, by achieving the following composite scores as compared to other students in the district: Abigayle-91 percentile, Joseph-88 percentile, Emma-74 percentile, Mark-85 percentile.

Respectfully submitted,

Charles M. Homeschooler