

**Maryland Homeschool Reviews (MHR)**

1777 Reisterstown Rd Suite 50 Office B

Pikesville, MD 21208

**2011-2012 Enrollment Form**

**Parent(s) Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**County of Residence or City:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

Child(ren) Legal Name	D.O.B.	Sex	Grade	Did you file County Notification?

**Payment:**

MHR enrollment for 2011-2012 school year \$150.00 which includes 2 annual reviews, pre-enrollment meeting, and 2 telephone or in-person consultations up to 1 hour in length each.

Please make checks payable to "The Community of Ethical People"

Enrollment agreement:

I agree that I have read, understand and will comply with the policy statements of MHR. I will notify MHR of any changes in address, phone number or email address. MHR reserves the right to change its policies or procedures at any time and without advanced warning.

\_\_\_\_\_  
**signature** **date**

## **Maryland Homeschool Reviews Policy Statement**

**I. Maryland Homeschool Reviews (MHR)** is an education ministry operated by The Community of Ethical People and is registered with the Maryland State Department of Education to supervise home instruction under regulation .05 of the home instruction regulations, COMAR 13A.10.01 Home Instruction.

### **II. MHR RESPONSIBILITIES.**

- A.** It is MHR's responsibility to provide oversight services in accordance with the Maryland Home Instruction COMAR. In this regard,
- B.** MHR shall make available to all MHR families in its Policy Statement an explanation of the legal requirements of the Maryland Home Instruction COMAR to enable them to meet the requirements of the law.
- C.** MHR shall report on an annual basis, and as needed throughout the school year, all enrollments and withdrawals to the county of residence of each MHR family.
- D.** MHR shall make available enrollment conferences for all newly-enrolled families and annual reviews for all enrolled families.
- E.** MHR shall issue enrollment verification letters to each family stating the names of their enrolled children.
- F.** Per Maryland regulations, MHR cannot enroll children who have not attained age five by September 1 of the school year.

### **III. MARYLAND HOME INSTRUCTION COMAR: Maryland Regulations Code Title 13A.10.05 Home Instruction Under Supervision of Nonpublic School.**

**A.** A parent or guardian may provide instruction for a child at home without compliance with the requirements of this regulation, other than the requirements of Regulations .01B(1)(b) and .04 of this chapter, if that instruction is offered through correspondence courses and is under the supervision of a:

- (1) School or institution offering an educational program operated by a bona fide church organization, and the supervision includes at a minimum all of the following components:
  - (a) Pre-enrollment conferences with parents or guardians,
  - (b) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school,
  - (c) Annual visits by supervisory personnel to the site where the pupil is receiving instruction, and
  - (d) Conferences with parents or guardians at appropriate intervals during the period of enrollment; or
- (2) Nonpublic school with a certificate of approval from the State Board of Education, and the supervision includes at a minimum all of the following components:
  - (a) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school, and
  - (b) Assignment of a school-based teacher to assist the home teacher in using the correspondence courses and to assist the pupil by issuing progress reports, marking papers, and grading tests.

**B. Annual Verification.** The supervising nonpublic school or institution described in §A of this regulation annually shall:

- (1) Verify with the local school superintendent the identification of home schooled students whose instruction is continuing under its supervision;
- (2) Notify the local school superintendent of the identification of home schooled students whose instruction is newly added to its supervision; and
- (3) Provide the local school superintendent with the identification of home schooled students whose instruction is no longer under its supervision.

**C. Change in Status.** The supervising nonpublic school or institution described in §A of this regulation shall notify the local school superintendent if a change occurs in the status of a home schooled student whose instruction was under its supervision during the school year.

#### **IV. RESPONSIBILITIES OF MHR ENROLLED FAMILIES.**

##### **Families enrolled in MHR must:**

**A.** Comply with Maryland Regulations Code Title 13A.10.01 pertaining to Home Instruction as noted above for all enrolled children of compulsory attendance age, (i.e., age five by September 1st until attainment of age sixteen).

**B.** Comply with MHR requirements as listed herein for all enrolled children of any age five and above. MHR reserves the right to add to and/or modify these requirements for one or more or all enrolled families in any way without notice.

- (1) Submit enrollment form with payment and submit renewals by established deadlines.
- (2) Engage in enrollment conference (newly-enrolled families only).
- (3) Engage in annual review by established deadline.
- (4) Complete Annual Summary Form for each enrolled child and submit to MHR by established deadline.
- (5) Provide regular and thorough instruction to their child(ren).
- (6) Address the following subjects in a regular and thorough manner over the course of the student's K-12 education.

Note that each subject is not necessarily required to be addressed each school year:  
English, mathematics, social studies, science, music, art, physical education, health.

**C.** Notify MHR immediately of any change in email address, mailing address or telephone number.

**D.** Promptly respond to communication when scheduling reviews and other consultations.

#### **V. ENROLLMENT**

##### **A. General Services: All families receive the following services/support:**

- (1) Legal oversight in place of county reviews.
- (2) Annual reporting of student enrollment to county of residence.
- (3) New Family Enrollment Conference: Enrollment conferences are conducted with the MHR director or consultant in person.
- (4) Participation in MHR events.
- (5) Issuance of enrollment verification letters and other verification as needed.
- (6) Consultations by phone or email with MHR consultants.

## **B. Option A:**

- (1) **Annual Reviews:** *Two reviews* conducted by MHR director or other MHR consultant.
- (2) **Personal Consultation:** Includes two telephone consultations throughout the year initiated by the parent.

Each consultation can be up to one hour in length. Unused time is not accumulated. A minimum of two weeks notice or more may be needed in order to schedule this consultation.

- (3) **Paid Consultation:** Family may contact MHR director to request additional telephone consultations above the two included in Option A. A fee of \$50 per hour will be charged for these additional consultations and must be paid in advance. Consultation will be conducted by MHR director or MHR professional consultant, depending on availability.

## **VI. ANNUAL REVIEW.**

**NOTE: Failure to participate in an annual review may be cause for immediate termination of MHR enrollment.**

**It is the responsibility of each MHR family to ensure that they participate in an annual review as scheduled.**

**Time Frame:** Families will be notified of dates and times that reviews will be held by March 31<sup>st</sup>. Each family is responsible for making sure to confirm the date and have review.

## **VII. ANNUAL SUMMARY FORM.**

This form must be completed by the parent for each child enrolled in MHR. Instructions are included with the form. The form must be brought to the review.

## **VIII. RENEWALS AND PAYMENT OPTIONS:**

**A.** Families who wish to renew in MHR from the immediately preceding school year must send their renewal and payment to MHR by July 1<sup>st</sup>. This policy is in place because of the reporting requirement that oversight groups have to the county school systems.

### **B. Payment Options:**

Families can pay by cash, check, money order or credit card. Any returned checks will be charged a \$25 fee.

## **IX. WITHDRAWALS.**

Students who are withdrawn from MHR will be reported to the family's school district by MHR as required by the COMAR.

Families who are withdrawing all of their children must submit a Withdrawal form by June 15th postmark. Families only withdrawing some of their children do not need to submit the Withdrawal form, but simply note the withdrawal on their Renewal form.

## **X. REFUNDS.**

MHR does not guarantee refunds for early withdrawals. However, a minimum of \$50 will be deducted from any enrollment fee that is refunded.

## **XI. GRADUATION REQUIREMENTS.**

**A.** There are no federal, state or county curricular or graduation requirements for homeschool students. The requirements of the State of Maryland or any Maryland county school system are binding only upon the students enrolled in the public schools.

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## XII. MISCELLANEOUS.

**A. Office Hours:** Monday through Friday from 10:00am to 4:00pm. Closed all federal holidays. Calls and emails will be answered during office hours.

**B. Response Times:** *It is the family's responsibility to provide adequate notice to MHR for any needed documents, interventions, etc. Response times do not include weekends, holidays or other days that the MHR is closed.*

**C. Privacy of Records:** MHR does not disclose any information about your family to anyone except in the form of enrollment and withdrawal records sent to the county boards of education each year as required by the State of Maryland Home Instruction COMAR. No other records are released to anyone or any agency without your written request / approval to do so.

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