

# CECIL COUNTY PUBLIC SCHOOLS

## DEPARTMENT OF STUDENT SERVICES

### HOME AND HOSPITAL EDUCATION & HOME INSTRUCTION

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## SUGGESTIONS FOR PREPARING THE PORTFOLIO

**PURPOSE** – The following guidelines are provided to assist parents/guardians who are preparing for a portfolio review. Portfolios (educational evidence) are due in January and May.

**IMPORTANT NOTE** – The preferred method of correspondence is by email. That includes submitting educational evidence (portfolios), Annual Verification Forms, and Home Schooling Notification Forms. Annual verification forms and notification forms should be email [homeinstruction@ccps.org](mailto:homeinstruction@ccps.org). Electronic portfolios should be emailed to the person designated in the emailed portfolio procedure letter.

### I. Educational Evidence (Portfolio-Hard copy or electronic versions are acceptable)

- A. Submit evidence for each student to document regular, thorough instruction of sufficient duration.
- B. Use tabs to divide notebook by subject if submitting as a hard copy portfolio.
- C. Introductory pages
  - 1. Student name and grade
  - 2. Short narrative of resources used or curriculum and other pertinent information
- D. Adequate examples (3 to 5) must be provided to document work for each subject throughout the period of instruction. Samples may include student's writing, worksheets, workbooks, creative materials, quizzes, tests, reading lists, journals, photographs, certificates, awards, and programs.
- E. Identify the subject for each piece of work.
- F. Be sure to document all subject areas.
- G. Online/computerized work samples and/or progress reports must be printed if submitting a hard copy portfolio.
- H. Calendars/Logs documenting art, music and physical education should be provided if other written documentation or samples are not available.

### II. Curriculum

- A. Kindergarten: Kindergarten is mandatory in the state of Maryland. Parents must submit portfolios for Kindergarten children.
  - B. The following subject areas must be included in the portfolio for each student.
    - 1. English/Language Arts- reading, literature, writing, composition, grammar, spelling, vocabulary, speaking and listening skills, handwriting for grades 1-5; composition, grammar, spelling for grades 6-8; composition and literature for grades 9-12.
    - 2. Mathematics
    - 3. Science
    - 4. Social Studies
    - 5. Art
    - 6. Music
    - 7. Physical Education
    - 8. Health
  - C. The following instructional areas are optional:
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- Foreign Language
- Technology Education/Literacy (e.g., computer, technical programs)

### III. Portfolio Review Guidelines

- A. Each subject will be reviewed according to the following criteria:
  1. Acceptable clear evidence of instruction: There is sufficient evidence of planning as well as physical evidence of student work to show regular, thorough instruction has taken place on a regular basis during the school year.
  2. Needs Better Evidence of Instruction (modification needed): Indicates there is less than sufficient evidence of instruction. It is expected that weaknesses will be improved the next time the portfolio is reviewed.
  3. Unacceptable (no evidence of instruction): Indicates there is no or such poor evidence of instruction that the subject area or portfolio does not comply with COMAR 13A.10.01.01D. This rating will require you to return a portfolio adjustment within 30 days, as required by law.
- B. A Portfolio review sheet will be emailed to you, or will accompany the finished portfolio.

## RESOURCES FOR FAMILIES

**Maryland State Department of Education (MSDE)** will identify online schools and umbrella schools. Please use these current lists from MSDE because they are updated often.

**Maryland residents utilizing Out-Of-State online programs (even those that hold themselves out as online or virtual schools) are considered to be providing a home instruction program, and must submit to supervision by the local school system to comply with the compulsory attendance law. Such programs are neither reviewed nor approved by the MSDE's Nonpublic School Approval Branch.**

**For more information and resources**, go to the CCPS Homepage, go to the Administration tab, go to the Student Services tab, look on the left and open the Home and Hospital and Home Instruction tab, stay to the left and open Home Instruction, the resources are there. Resources include:  
 Home Instruction Frequently Asked Questions  
 Nonpublic Entities Registered to Supervise Home Instruction  
 Informative Videos

**Some non-umbrella programs that Cecil County Families use (these programs may not be accredited):**

- Time4Learning
- Penn Foster
- James Madison High School
- Discovery K-12
- Towle Institute
- Acellus Academy
- Abeka Academy

There is also a "Cecil County HomeSchoolers" group on Facebook that can provide additional resources.

**Important notes for families whose student(s) elect to enroll in CCPS in the future:**

- Focus your Home Instruction Program on the content that is covered in the CCPS curriculums. This can be found on the CCPS website, [www.ccps.org](http://www.ccps.org), under the "Instruction" tab.
  - o **For high school students:**
    - This is very important so that students are prepared to pass course overview exams in order to earn credits towards graduation.

- The Student Education Planning Guide is another helpful resource to align your Home Instruction Program to what public school peers are doing. The Student Education Planning Guide can be found on the CCPS website under the “Students” tab.