

# Virgin Islands Board of Education

Virgin Islands

Home Instruction Policy

Approved by the 13<sup>th</sup> Elected Board of Education  
May 14, 1998

# Virgin Islands Board of Education

## Virgin Islands Home Instruction Policy

### Pertinent Law and Information

Virgin Islands Code Title 17, Section 84 authorizes the Virgin Islands Board of Education to prescribe general regulations and orders for Home Instruction.

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. Title 17, Section 21, confers the authority and jurisdiction on the Virgin Islands Board of Education to prescribe this policy as hereby set forth.

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

## **Virgin Islands Board of Education Virgin Islands Home Instruction Policy**

### Statutory Authority

Title 17, Section 82, of the Virgin Islands Code describes the duties of parents for educating their children. It requires that parents or persons having control of children over five years of age and under seventeen years of age shall cause such children to attend school regularly. However, Section 84 also allows the parent or person having control of such child to educate the child at home.

Parents wishing to educate children in the home may do so in compliance with the Virgin Islands Code and regulations of the Virgin Islands Board of Education. When parents/guardians are willing to discuss their decision to educate their children at home with school personnel, school district staff shall explain the advantages of a public school education to such parents/guardians without any criticism of parental choices.

When parents/guardians choose to educate their children at home, the school district shall provide whatever reasonable assistance it can to ensure such children benefit appropriately from home instruction including but not limited to Promotional/Retention Policies, grade level standards and sample portfolios.

If decisions are made by parents/guardians to return children who for a time have been educated at home at local schools, the Department shall provide an appropriate return to the public schools.

## **Procedures for Home Instruction**

Compliance with the following procedures will satisfy the requirement for the home instruction:

1. Parents shall file with the Commissioner of Education a Notice of Intent Home Instruction of Student At Home form. A Notice of Intent will be effective for up to one school year.
2. Filing of a Notice of Intent must occur within ten days of the start of the home instruction program.
3. The completed Notice of Intent will be kept as part of a permanent record. A completed form will be one, which provides basic program information including the name(s) of teacher(s), the subjects to be taught, the days of instruction, and the teacher's method of assessment. The Commissioner will provide copies of the method of assessment. The Commissioner will provide copies of the completed Notice of Intent to the Division of Curriculum and Assessment of the Department, the appropriate District Superintendent of Education and the Board of Education
4. The Department of Education shall conduct a semi-annual Portfolio Review.
5. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education of their child in accordance with the requirements of the Virgin Islands law. Receipt of a Notice of Intent in no way constitutes approval by the school district of a program of home instruction

**Notice of Intent Instruction of a Student at Home**  
(Complete a form for each child)

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

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Name of Teacher \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Teacher \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subjects to be Taught Are:**

(Subjects for the appropriate grade level must be taken from the Promotion/  
Retention Policies)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of Days Scheduled For Instruction \_\_\_\_\_

Total Number of Hours of Instruction Per Day \_\_\_\_\_

Teacher's Method(s) of Assessment of Student Progress:

\_\_\_\_\_

\_\_\_\_\_

The Semi-Annual Portfolio Reviews Can Be Scheduled On or About,

\_\_\_\_\_, \_\_\_\_\_.

**Notice of Intent  
Instruction of A Student at Home**

**I DO HEREIN ACKNOWLEDGE AND ACCEPT FULL RESPONSIBILITY FOR  
THE EDUCATION OF MY CHILD IN ACCORDANCE WITH THE  
REQUIREMENTS OF VIRGIN ISLANDS LAW.**

\_\_\_\_\_  
Father

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Date

**I DO HERBY ACKNOWLEDGE ONLY THE RECEIPT OF THIS FORM AND  
RENDER NO OPINION AS TO THE APPROPRIATENESS OF THE PLANNED  
PROGRAM.**

\_\_\_\_\_  
Commissioner of Education

\_\_\_\_\_  
Date

**Virgin Islands  
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Approved \_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman  
Virgin Islands Board of Education