Eligibility/Affidavits

A notarized affidavit of the parent/guardian or person having legal custody of the child shall be filed with the Superintendent prior to commencement of the home education program and annually thereafter on August 1. The affidavit will include:

1. Name of the supervisor of the home education program responsible for providing instruction.
2. Name and age of each child participating in the home education program.
3. Address and telephone number of the home education program site.
4. Confirmation that subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.
5. Evidence that the child has received required immunizations and the health and medical services required for students of the child’s age or grade level.
6. Acknowledgment that the home education program will comply with applicable law.
7. Certification signed by the supervisor that the supervisor, all adults in the home and persons having legal custody of a child in the home education program have not been convicted of criminal offenses as enumerated in the School Code.

Transfers

When a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.

The Superintendent will issue the letter of transfer within thirty (30) days after receipt of the supervisor’s registered mail request.

When a home education program is not in compliance with law, the Superintendent will inform the home education supervisor and Superintendent of the relocation district of this status and the reason for denial of the transfer letter.
When a home education program is in hearing procedures, the Superintendent will inform the home education supervisor, hearing examiner and Superintendent of the relocation district of this status and the reason for denial of the transfer letter.

**Instructional Program**

A student enrolled in a home education program meets the established requirements if the program provides a minimum of 180 days of instruction, or 900 hours of instruction per year at the elementary level, or 990 hours per year at the secondary level.

At the elementary level, the following courses will be taught: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

At the secondary level, the following courses will be taught: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires.

Courses of study may include, at the discretion of the supervisor: economics; biology; chemistry; foreign languages; trigonometry; or other age-appropriate courses required by the State Board of Education.

**Student Portfolios**

In order to demonstrate that appropriate education is occurring, the supervisor will provide and maintain on file for each student enrolled in the home education program a portfolio of records and materials.

The portfolio will consist of a log, made contemporaneously with the instruction, that designates by title the reading materials used; samples of any writings; worksheets, workbooks or creative materials used or developed by the student; and in grades three, five and eight the results of nationally normed standardized achievement tests in reading, language arts and mathematics or results of statewide tests administered in these grade levels. At the discretion of the supervisor, the portfolio may include the results of nationally normed standardized achievement tests for other subject areas or grade levels.

The following is the list of approved nationally normed standardized tests:

1. California Achievement Test.

2. Comprehensive Testing Program (CTPIII).

3. Comprehensive Test of Basic Skills.
4. Iowa Test of Basic Skills.
5. Metropolitan Achievement Test.
6. Peabody Individual Test.
7. Stanford Achievement Test.
8. Tera Nova.
9. Wide Range Achievement Test.
10. Woodcock Johnson Revised Tests of Achievement.

A teacher or administrator who evaluates a portfolio at the elementary level (K-6) must have at least two (2) years of experience in grading any of the following subjects: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; and civics.

A teacher or administrator who evaluates a portfolio at the secondary level (7-12) must have at least two (2) years of experience in grading any of the following subjects: English, to include language, literature, speech, reading and composition; science, to include biology, chemistry and physics; geography; social studies, to include economics, civics, world history, history of the United States and Pennsylvania; foreign language; and mathematics, to include general mathematics, algebra, trigonometry, calculus and geometry.

The supervisor will ensure that the nationally normed standardized tests or the statewide tests are not administered by the child’s parent/guardian.

Evaluation Of Educational Progress

In order to demonstrate that appropriate education is occurring, the supervisor will provide and maintain on file for each student enrolled in the home education program an annual written evaluation of the student’s progress, as determined by a licensed clinical or school psychologist, a Pennsylvania certified teacher, or a nonpublic teacher or administrator with at least two (2) years within the last ten (10) years of teaching experience in Pennsylvania.

At the supervisor’s request and with the Superintendent’s prior consent, individuals with other qualifications may conduct the evaluation. The evaluator will not be the supervisor or his/her spouse.

The evaluation of the student’s progress will also be based on an interview of the child and a review of the portfolio.

The evaluation of the student’s progress will certify whether or not an appropriate education is occurring.
Required Documentation/Compliance Determination

The supervisor will provide to the Superintendent at the conclusion of each district school year for each student participating in the home education program the following documentation:

1. Portfolio of records and materials.

2. Annual written evaluation of the student’s educational progress.

The Superintendent will determine whether a student is receiving an appropriate education that consists of instruction in the required subjects for the time required, and the student demonstrates sustained progress in the overall program.

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, s/he may, by certified mail/return receipt requested, require documentation pertaining to the portfolio to be submitted to the district within fifteen (15) days, and documentation pertaining to the evaluation of educational progress to be submitted within thirty (30) days.

If required tests have not been administered by the time the supervisor receives the request for documentation, the supervisor will submit the other requested documentation and submit the documented test results at the end of the school year.

Based on the documentation provided, if the Superintendent determines during or at the end of the school year that appropriate education is not occurring for a student participating in the home education program, the Superintendent will send a letter by certified mail/return receipt requested to the supervisor. The letter will state it is the opinion of the Superintendent that appropriate education is not taking place. The Superintendent also will return all documentation and specify what aspect(s) of the documentation is inadequate.

The supervisor will have twenty (20) days from receipt of the certified letter to submit additional documentation demonstrating that appropriate education is taking place.

If documentation is not submitted by the supervisor within that time, the home education program for the student will be determined as out of compliance. The student will be enrolled promptly in the district schools or a nonpublic school.

If the Superintendent determines that additional documentation submitted by the supervisor still does not demonstrate that appropriate education is taking place, s/he will notify the supervisor by certified mail/return receipt requested; and a proper hearing will be provided, in accordance with Board policy.

The Superintendent and hearing examiner may photocopy submitted documentation for his/her files.

The Superintendent and hearing examiner will return, upon completion of review, all required documentation to the supervisor.
Right Of Hearing

A proper hearing by a duly qualified and impartial hearing examiner will be held within thirty (30) days.

The hearing examiner will render a decision within fifteen (15) days of the hearing, except that s/he may require the establishment of a remedial education plan, mutually agreed to by the Superintendent and supervisor of the home education program, which shall continue the home education program.

If the hearing examiner finds that the documentation does not indicate that appropriate education is taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in the district schools or a nonpublic school.

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education or Commonwealth Court.

Loan Of Instructional Materials

At the request of the supervisor, the district will lend to the home education program copies of the school’s planned courses, textbooks and curriculum materials appropriate to the student’s age and grade level.

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; two (2) years of arts and humanities.

The school district is under no obligation to award a diploma or acknowledge completion of a student’s education in a home education program.