

PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOME EDUCATION
PROGRAMS

ADOPTED: September 13, 2010

REVISED:

	137. HOME EDUCATION PROGRAMS
1. Authority SC 1327, 1327.1 Title 22 Sec. 11.31a	Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.
2. Definitions SC 1327.1	<p>Appropriate Education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p> <p>Hearing Examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p>Home Education Program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.</p> <p>Supervisor - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.</p>
3. Guidelines SC 1327.1	<p><u>Eligibility/Affidavits</u></p> <p>A notarized affidavit of the parent/guardian or person having legal custody of the child shall be filed prior to commencement of the home education program and annually thereafter on August 1 with the Superintendent. The affidavit shall set forth:</p> <ol style="list-style-type: none"> 1. Name of the supervisor of the home education program who shall be responsible for the provision of instruction. 2. Name and age of each child who shall participate in the home education program.

<p>Pol. 203, 209</p>	<p>3. Address and telephone number of the home education program site.</p> <p>4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.</p> <p>5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level.</p>
<p>SC 111</p>	<p>6. 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.</p>
<p>SC 1327.1</p>	<p><u>Transfers</u></p> <p>When a home education program is relocating to another school district, the supervisor must apply by registered mail to the Superintendent of the district in which s/he currently resides requesting a letter of transfer for the home education program to the district to which the home education program is relocating.</p> <p>The letter of transfer must be filed by the supervisor of the home education program with the Superintendent of the new district of residence. The letter of transfer shall be issued no later than thirty (30) days after receipt of the registered mail request of the home education program supervisor.</p>
<p>SC 1327.1</p>	<p><u>Program</u></p> <p>A student who is enrolled in a home education program shall be deemed to have met the requirements if the program provides a minimum of one hundred eighty (180) days of instruction, or nine hundred (900) hours of instruction per year at the elementary level, or nine hundred ninety (990) hours per year at the secondary level.</p> <p>At the elementary level, the following courses shall 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.</p> <p>At the secondary level, the following courses shall 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.</p>

<p>SC 1327.1</p>	<p>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.</p> <p><u>Requirements Of Supervisor</u></p> <p>In order to demonstrate that appropriate education is occurring, the supervisor shall provide and maintain on file for each student enrolled in the home education program a portfolio of records and materials.</p> <p>The portfolio shall consist of a log, made contemporaneously with the instruction, which 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 results of nationally normed standardized achievement tests in reading, language arts and mathematics or results of statewide tests administered in these grade levels.</p> <p>The supervisor shall ensure that the nationally normed standardized tests or the statewide tests are not administered by the child's parent/guardian.</p> <p><u>Evaluation Requirements</u></p> <p>A teacher or administrator who evaluates a portfolio at the elementary level shall 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.</p> <p>A teacher or administrator who evaluates a portfolio at the secondary level shall 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.</p> <p>SC 1327.1</p> <p>An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist, a teacher certified by the Commonwealth, or a nonpublic school teacher or administrator is required. The evaluation shall also be based on an interview of the child and a review of the portfolio and shall certify whether or not an appropriate education is occurring. At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the Superintendent. In no event shall the evaluator be the supervisor or his/her spouse.</p>
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SC 1327.1	<p>Documentation required by this policy shall be provided to the school district Superintendent or designee at the conclusion of each school year. S/He must then determine whether the child is receiving appropriate education, as defined in this policy and the law, as a program consisting of instruction in the required subjects for the time required and in which the student demonstrates sustained progress in the overall program.</p> <p>If the Superintendent or designee has a reasonable belief that, at any time during the school year, appropriate education may not be occurring in the home education program, s/he may require documentation pertaining to the portfolio to be submitted to the district by certified mail with return receipt requested within fifteen (15) days, and the evaluation to be submitted within thirty (30) days.</p> <p>If the Superintendent or designee determines, based on documentation, that appropriate education is not occurring, the Superintendent or designee shall send a letter to the supervisor stating that in his/her opinion appropriate education is not occurring in the home education program and shall return all documentation, specifying what aspect(s) of the documentation are inadequate.</p>
SC 1327.1	<p>The supervisor of the program shall 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 within that time, the home education program shall be out of compliance, and the student shall be promptly enrolled in the public or a nonpublic school.</p>
SC 1327.1	<p><u>Right Of Hearing</u></p> <p>The Board shall provide for a proper hearing by a duly qualified and impartial hearing examiner within thirty (30) days. The examiner shall 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. The decision of the examiner may be appealed by either the supervisor or the Superintendent to the Secretary of Education or Commonwealth Court.</p>
SC 1327.1	<p>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 shall be out of compliance; and the student shall be promptly enrolled in a public or nonpublic school or a licensed private academic school.</p>

SC 1327.1	<p><u>Loan Of Instructional Materials</u></p> <p>The district shall, at the request of the supervisor, lend to the home education program copies of the school district's planned courses, textbooks, and other curriculum materials appropriate to the student's age and grade level.</p>
SC 1327.1	<p><u>Graduation Requirements</u></p> <p>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.</p> <p>The school district is under no obligation to award a diploma or acknowledge completion of a student's education in a home education program.</p>
SC 1327	<p><u>Students With A Disability</u></p> <p>A home education program shall meet compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid education certificate from the Commonwealth to teach special education, or a licensed clinical or certified school psychologist. Written notice of such approval must be submitted with the required affidavit.</p> <p>The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.</p> <p>When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1327, 1327.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.31a</p> <p>Board Policy – 203, 209</p>