

ADMINISTRATIVE REGULATION

APPROVED: September 13, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

137-AR-0. HOME EDUCATION PROGRAM REQUIREMENTS

Definitions

Appropriate education - a program consisting of instruction in the required subjects for the time required by Applicable Law and in which the student demonstrates sustained progress in the overall program.

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.

Home education program - a program conducted in compliance with Applicable 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 Applicable Law.

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.

Eligibility/Affidavits

A notarized affidavit of the parent/guardian or person having legal custody of the child **or children** 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 Applicable 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. **An acknowledgment that the home education program will comply with applicable Applicable Law.**
7. **A certification signed by the supervisor that the supervisor, all adults **living** in the home and persons having legal custody of a child **or children** in the home education program have not been convicted of criminal offenses enumerated in **section 111(e) of the PA School Code within five (5) years immediately preceding the date of the affidavit.****
8. **If a child in the home education program has been identified as a student with a disability in need of special education services, the affidavit must also include written approval from a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist that the program addresses the specific needs of the student.**

Instructional Program

A student enrolled in a home education program meets the **compulsory school attendance** 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 **contained in Chapter 4 of the State Board of Education Regulations.**

Students With Disabilities

A home education program meets 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 Pennsylvania certificate to teach special education, a licensed clinical **psychologist** or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.

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.

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services will be provided in district schools or in a private school licensed to provide such programs and services.

Student Portfolio and Evaluations

In order to demonstrate that appropriate education is occurring, the supervisor of the home education program will provide and maintain on file the following documentation for each student enrolled in the home education program:

- 1. A portfolio of records and materials. The portfolio will 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 3, 5 and 8 results of nationally normed standardized achievement tests in reading/language arts and mathematics or the results of statewide tests administered in these grade levels.**

If the supervisor does not wish to administer a statewide test, s/he can choose a nationally normed standardized test from a list established by the PA Department of Education.

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

Portfolios will be evaluated by a teacher or administrator with teaching experience as specified in Applicable Law.

- 2. An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist; a Pennsylvania certified teacher with experience at the elementary level to evaluate elementary students or with experience at the secondary level to evaluate secondary students; or a nonpublic school teacher or administrator with two (2) years of teaching experience in a Pennsylvania public or nonpublic school within the last ten (10) years, the required experience must be at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students.**

At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the Superintendent.

In no event will the evaluator be the supervisor or his/her spouse.

The evaluation will be based on an interview of the child and a review of the portfolio, and will certify whether or not an appropriate education is occurring.

For purposes of portfolio review and evaluation, teaching experience is defined as:

At the elementary level (grades K through 6), a teacher or administrator who evaluates a portfolio 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.

At the secondary level (grades 7 through 12), a teacher or administrator who evaluates a portfolio 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 term "grading" shall mean evaluation of classwork, homework, quizzes, classwork-based tests and prepared tests related to classwork subject matter.

Graduation Requirements/Diplomas

The following minimum courses in grades 9 through 12 are required for graduation from 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; and two (2) years of arts and humanities.

Diplomas may be awarded by the supervisor of the home education program or by a diploma-granting organization approved by the PA Department of Education.

In the case of a diploma awarded by a supervisor, the following provisions apply:

- 1. The student receiving the diploma will have completed all requirements for graduation.**
- 2. The diploma will be awarded to the student on a standardized form developed by the PA Department of Education.**
- 3. The diploma will be signed by the student's twelfth grade evaluator in confirmation of the student's suitability for graduation.**

In the case of a diploma awarded by an approved diploma-granting organization the following provisions apply:

- 1. The student receiving the diploma will have completed all the requirements for graduation.**

2. The diploma will be awarded to the student on a standardized form developed by the organization.

Appropriate Education/Compliance Determination

An evaluator's certification stating that an appropriate education is occurring for the school year under review will be provided by the supervisor to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification due on June 30 to the Superintendent, the Superintendent will send a letter by certified mail, return receipt requested, to the supervisor of the home education program, stating that the certification is past due and notifying the supervisor to submit the certification within ten (10) days of receipt of the certified letter. If the certification is not submitted within that time, the Board will provide for a proper hearing.

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 submit a letter to the supervisor, by certified mail, return receipt requested, requiring that an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring for the school year under review be submitted to the district by the supervisor within thirty (30) days of the receipt of the certified letter. The certified letter will include the basis for the Superintendent's reasonable belief. If the statewide or nationally normed tests have not been administered at the time of the receipt of the certified letter by the supervisor, the supervisor will submit the other required documentation to the evaluator. The test results will be submitted with the completed documentation at the conclusion of the school year. If the certification is not submitted to the Superintendent within thirty (30) days of receipt of the certified letter, the Board will provide for a proper hearing.

If the Superintendent has a reasonable belief that the home education program is out of compliance with the requirements in section 1327.1 of the PA School Code, s/he will submit a letter to the supervisor, by certified mail, return receipt requested, requiring a certification to be submitted within thirty (30) days indicating that the program is in compliance. The certified letter will include the basis for the Superintendent's reasonable belief. If the certification is not submitted to the Superintendent within thirty (30) days of receipt of the certified letter, the Board will provide for a proper hearing.

Hearings/Appeal

If a hearing is required, the Board will 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 to 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, Commonwealth Court or Court of Common Pleas.

If the hearing examiner finds that the evidence does not indicate that appropriate education is taking place in the home education program, the home education program for the child will be deemed out of compliance and the student will be promptly enrolled in the appropriate district school, a nonpublic school or a licensed private academic school. The home education program may continue during the time of any appeal.

If the child's home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program will not be eligible to supervise a home education program for that child for a period of twelve (12) months from the date of such determination.

When documentation is required to be submitted to the hearing examiner, the hearing examiner will return, upon completion of his/her review, all such documentation to the supervisor of the home education program. The hearing examiner may photocopy all or portions of the documentation for the files.

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. The supervisor will file the letter of transfer with the Superintendent of the new district of residence.

When a home education program is not in compliance with section 1327.1 of the PA School Code, the Superintendent will inform the home education supervisor and Superintendent of the new district of residence 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 new district of residence of this status and the reason for denial of the transfer letter.

When the Superintendent is informed of pending proceedings related to a home education program relocating to the district, s/he will continue the home education program until the appeal process is finalized.

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CENTENNIAL SCHOOL DISTRICT

137-AR-1. PARENT/GUARDIAN LETTER HOME EDUCATION

Dear Parent/Guardian:

You have **notified the District** that your child or children **will** be educated at home **pursuant to** Section 13-1327.1 of the Pennsylvania Public School Code. For your information, the **District's** policies and administrative regulations governing Home Education Programs are enclosed.

In order to fulfill the requirements of compulsory attendance, you must comply with **the** provisions of law applicable to your program of home education. Some of the **requirements applicable to home education programs** are described **in the enclosed documents; however, the documents** are not a complete statement of **Applicable** Law. It is your responsibility to **review the enclosed documents and the School Code provisions applicable to home education programs.**

Annually by August 1, the parent/guardian **or other person having legal custody** of the child **or children** must submit to the District Superintendent a notarized affidavit, as required by Applicable Law. **The attached affidavit may be used** to satisfy this requirement.

By June 30 of each school year, the supervisor of the home education program must submit to the Superintendent the evaluator's certification stating that an appropriate education is occurring for the school year under review.

Please call the District administrative office if you have questions regarding the information to be filed with the District.

Sincerely,

Superintendent

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CENTENNIAL SCHOOL DISTRICT

137-AR-2. AFFIDAVIT OF SUPERVISOR OF HOME EDUCATION PROGRAM

Elementary School Age Student

To the Superintendent of the _____ School District:
(Name of School District)

1. I attest that I, _____ am the parent, guardian, or legal custodian of
(Name of Supervisor)
_____, that I am the supervisor of the home education program and
(Name and Age of Student(s))
am responsible for the provision of instruction in the home education program, and that I
have earned a high school diploma or its equivalent. The program will be conducted at

(Address)

The phone number at this site is _____.
(Phone Number)

2. I attest that the home education program will be in compliance with Section 13-1327.1 of
the Public School Code.

3. I attest that the subjects listed in paragraph 4 below will be offered in the English language
for a minimum of 180 days of instruction or a minimum of 900 hours.

4. I attest that the following courses shall be taught at the elementary school level: 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.

5. I attest that the education objectives in the home education program are by subject area as
attached to this affidavit (attach objectives).

6. I attest that _____ has been immunized against the following
(Student Name(s))
diseases, and I have attached evidence thereof, or said student has a medical or religious
exemption pursuant to Section 13-1303a(c) and (d) of the Public School Code:

- a. Diphtheria.
- b. Tetanus.

- c. Poliomyelitis.
- d. Measles (Rubeola).
- e. German Measles (Rubella).
- f. Mumps.
- g. Hepatitis B.
- h. Varicella (Chickenpox) **or evidence of immunity.**
- i. Tetanus and diphtheria toxoid and acellular pertussis (TdaP) (beginning of 7th grade or **in the school year when the child turns twelve (12) years old, if in an ungraded class. One (1) dose if five (5) years have elapsed since the last dose of a vaccine containing tetanus and diphtheria.**
- j. Meningococcal Conjugate Vaccine (MCV) (beginning of 7th grade or **in the school year when the child turns twelve (12) years old, if in an ungraded class).**

(Listed online at <http://www.health.pa.gov/My%20Health/Immunizations/School/Pages/default.aspx>)

7. I attest that _____ has received the health and medical services
(Student Name(s))
required by Article XIV of the Public School Code, and I have attached evidence thereof, or said student has a religious exemption under Section 14-1419 of **the Public School Code.**

Article XIV requires that every child of school age be given by methods established by the state's Advisory Health Board, an annual vision test, and a measurement of height and weight, tests for tuberculosis under medical supervision **upon entry into school and 9th grade**, and other tests required by the Advisory Health Board. Children, upon entry into school and in the 6th and 11th grades, must have a medical examination and comprehensive appraisal of health by a **physician and a hearing test is required when the child begins school and at 2nd, 3rd, 7th and 11th grade levels.** Children, upon entry into school and in the 3rd and 7th grades, must have a dental examination by a dentist. A comprehensive health record shall be maintained for each child.

8. I attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of _____ has been convicted **within five (5)**
(Student Name(s))
years immediately preceding today's date, of any of the following offenses under Section 1-111(e) of the Public School Code:

- (1) **An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:**

Chapter 25 (relating to criminal homicide).
Section 2702 (relating to aggravated assault).

- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 2910 (relating to luring a child into a motor vehicle or structure).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3124.2 (relating to institutional sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 3129 (relating to sexual intercourse with animal).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of a child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under Section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301(a)(1) (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- Section 6318 (relating to unlawful contact with a minor).
- Section 6319 (relating to solicitation of minors to traffic drugs).
- Section 6320 (relating to sexual exploitation of children).
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act".
- (3) An out-of-state or federal offense similar in nature to those crimes listed **in clauses (1) and (2)**.

Signed and Notarized

Supervisor's Signature

Date

Attachments: Education objectives by subject matter
 Evidence of immunization
 Evidence of health and medical services
 Special education notification (if applicable)

ADMINISTRATIVE REGULATION

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CENTENNIAL SCHOOL DISTRICT

137-AR-3. AFFIDAVIT OF SUPERVISOR OF HOME EDUCATION PROGRAM

Secondary School Age Student

To the Superintendent of the _____ School District:
(Name of School District)

1. I attest that I, _____ am the parent, guardian, or legal custodian of
(Name of Supervisor)
_____, that I am the supervisor of the home education program and
(Name and Age of Student(s))
am responsible for the provision of instruction in the home education program, and that I
have earned a high school diploma or its equivalent. The program will be conducted at

(Address)

The phone number at this site is _____.
(Phone Number)

2. I attest that the home education program will be in compliance with Section 13-1327.1 of **the Public School Code.**
3. I attest that the subjects listed in paragraph 4 below will be offered in the English language for a minimum of 180 days of instruction or a minimum of 990 hours.
4. I attest that the following courses shall be taught at the secondary school level: 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. **Such courses of study may include, at the discretion of the supervisor of the home education program, economics; biology; chemistry; foreign languages; trigonometry; or other age-appropriate courses as contained in Chapter 5 (Curriculum Requirements) of the State Board of Education. [Chapter 5 has been repealed and replaced with Chapter 4.]**
5. I attest that the education objectives in the home education program are by subject area as attached to this affidavit (attach objectives).

6. I attest that _____ has been immunized against the following
(Student Name(s))
diseases, and I have attached evidence thereof, or said student has a medical or religious exemption pursuant to Section 13-1303a(c) and (d) of **the Public School Code**:
- a. Diphtheria.
 - b. Tetanus.
 - c. Poliomyelitis.
 - d. Measles (Rubeola).
 - e. German Measles (Rubella).
 - f. Mumps.
 - g. Hepatitis B.
 - h. Varicella (Chickenpox) **or evidence of immunity.**
 - i. Tetanus and diphtheria toxoid and acellular pertussis (TdaP) (beginning of 7th grade **or in the school year when the child turns twelve (12) years old, if in an ungraded class**). **One (1) dose if five (5) years have elapsed since the last dose of a vaccine containing tetanus and diphtheria.**
 - j. Meningococcal Conjugate Vaccine (MCV) (beginning of 7th grade **or in the school year when the child turns twelve (12) years old, if in an ungraded class**).

(Listed online at <http://www.health.pa.gov/My%20Health/Immunizations/School/Pages/default.aspx>)

7. I attest that _____ has received the health and medical services
(Student Name(s))
required by Article XIV of the Public School Code, and I have attached evidence thereof, or said student has a religious exemption under Section 14-1419 **of the Public School Code**.

Article XIV requires that every child of school age be given by methods established by the state's Advisory Health Board, an annual vision test, **and** a measurement of height and weight, tests for tuberculosis under medical supervision **and upon entry into school and 9th grade**, and other tests required by the Advisory Health Board. Children, upon entry into school and in the 6th and 11th grades, must have a medical examination and comprehensive appraisal of health by a physician **and a hearing test is required when the child begins school and at 2nd, 3rd, 7th and 11th grade levels**. Children, upon entry into school and in the 3rd and 7th grades, must have a dental examination by a dentist. A comprehensive health record shall be maintained for each child.

8. I attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of _____ has been convicted **within five (5)**
 (Student Name(s))
 years immediately preceding today's date of any of the following offenses under Section 1-111(e) of the Public School Code:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- Chapter 25 (relating to criminal homicide).
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 2910 (relating to luring a child into a motor vehicle or structure).
 - Section 3121 (relating to rape).
 - Section 3122.1 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse).
 - Section 3124.1 (relating to sexual assault).
 - Section 3124.2 (relating to institutional sexual assault).
 - Section 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault).
 - Section 3127 (relating to indecent exposure).
 - Section 3129 (relating to sexual intercourse with animal).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of a child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children).
 - A felony offense under Section 5902(b) (relating to prostitution and related offenses).
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Section 6301(a)(1) (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - Section 6318 (relating to unlawful contact with a minor).
 - Section 6319 (relating to solicitation of minors to traffic drugs).
 - Section 6320 (relating to sexual exploitation of children).
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act".
- (3) An out-of-state or federal offense similar in nature to those crimes listed **in clauses (1) and (2).**

Signed and Notarized

Supervisor's Signature

Date

Attachments: Education objectives by subject matter
 Evidence of immunization
 Evidence of health and medical services
 Special education notification (if applicable)

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137-AR-4. CURRICULUM MATERIALS REQUEST FORM

I, _____, supervisor of the home education program for _____ request the following materials be provided in order to complete the curriculum requirement section of this agreement.

_____ District Curriculum Planned Courses and/or Objectives for the Appropriate Age and Grade Level

_____ Textbooks

_____ Other Curriculum Materials as Listed

Date: _____

(Supervisor Signature)

-or-

I, _____, supervisor of the home education program for _____ do not wish to use any District provided materials.

Date: _____

(Supervisor Signature)