

## ***Saucon Valley School District***

### Administrative Regulation

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Title – 137-AR-0 Home Education Program Requirements

Section – 100 Programs

Adopted – May 14, 2024

Revised –

Content

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#### 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 **or before 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. Affirmation that subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.
5. Evidence, with documentation attached to the affidavit, that the child has received required immunizations and the health and medical services required for students of the child's age or grade level, unless the child has a documented medical or religious exemption.
6. An acknowledgment that the home education program will comply with 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 11 l(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.

A copy of the required Affidavit is attached to Board Policy 137 and this AR. Upon receipt of the same, the Superintendent or his/her designee shall complete and sign the applicable portion of the Checklist/Coversheet attached to this AR.

### 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 must be taught in the home education program: 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 must be taught in the home education program: 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 at the secondary level 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.

To the extent that a Supervisor wishes to request textbooks, workbooks and/or supplies as permitted under applicable law and Policy 137, they may make this request through the attached Form.

### 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 a portfolio of records and materials and an annual written evaluation stating whether an appropriate education has occurred for each student.

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.

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 qualified home education evaluator, as specified in law.

An annual written evaluation of the student's educational progress will be conducted by a qualified home education evaluator. A home education evaluator may be: a licensed clinical or school psychologist; a Pennsylvania certified teacher with at least two (2) years of experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students; or a nonpublic school teacher or administrator with at least 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 home education supervisor or their 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.

By June 30th following each school year, the supervisor must submit to the District (1) the affidavit and accompanying documentation, (2) the evaluation by a qualified home education evaluator, and (3) the name of the evaluator for each student. Upon receipt of the same, the Superintendent or his/her designee shall complete and sign the applicable portion of the Checklist/Coversheet attached to this AR.

#### 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.

The district will provide the student's home education program supervisor with a grade for each district cocurricular activity and academic course completed by a home education student, in accordance with Board policy and administrative regulations. The home education program supervisor will be responsible for maintaining the material in the student's portfolio of records and recording it as part of the student's graduation requirements. The criteria for consideration and admission to cocurricular activities and academic courses is attached to this AR.

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.

#### Appropriate Education/Compliance

The qualified home education 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 or designee by June 15 of each year. If the supervisor fails to submit the certification due on June 15 to the Superintendent or designee, 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 schedule a hearing as provided for under the School Code.

### *Appropriate Education -*

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, the Superintendent 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 or designee 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 schedule a hearing.

### ***Compliance with School Code -***

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, the Superintendent 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 schedule a hearing.

### Hearings/Appeal

If a hearing is required, the Board will schedule a proper hearing by a duly qualified and impartial hearing examiner within thirty (30) days. The hearing examiner will render a decision within fifteen (15) days of the hearing except that the examiner 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 hearing examiner may be appealed by either the supervisor or the Superintendent to the Secretary of Education, the Commonwealth Court or the 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 an appropriate public school, a nonpublic school or a licensed private academic school. The home education program may continue during the time of any appeal.

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children 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 the 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 from a previous district to this district, the Superintendent will continue the home education program until the appeal process in the previous district is finalized.

**Saucon Valley School District  
2097 Polk Valley Road  
Hellertown, PA 18055**

**HOME EDUCATION PROGRAM CHECKLIST/COVER SHEET**

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Year \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

**August**

1. \_\_\_\_\_ Signed, Notarized Affidavit of the Supervisor of a Home Education Program
2. \_\_\_\_\_ Outline of Proposed educational objectives by subject
3. \_\_\_\_\_ Evidence of Child's Immunizations or Signed Statement of Exemption to Immunization Law  
Medical Examination Documentation (Grades K or 1, 6, 11, & New to District)  
Dental Examination Documentation (Grades K or 1, 3, 7, & New to District)  
Hearing Examination Documentation (Grades 2, 3, 7, 11, & New to District)

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**June**

1. \_\_\_\_\_ Written Evaluators Certification

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Date \_\_\_\_\_

Date Completed

Year of High School Graduation \_\_\_\_\_

College from which graduated (if applicable) \_\_\_\_\_

Address of College \_\_\_\_\_

Year of College Graduation (if applicable) \_\_\_\_\_

**OR**

Graduate Equivalency Diploma (GED) - Year Completed \_\_\_\_\_

Source of GED: \_\_\_\_\_

**Address of Home Education Site:**

**Mailing Address:**

Street/Route/Box \_\_\_\_\_

City/Zip Code \_\_\_\_\_

**Physical Address** (if different)

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_



***Saucon Valley School District***

**HOME EDUCATION PARTICIPANTS**

<u><b>NAME</b></u>	<u><b>BIRTHDATE</b></u>	<u><b>AGE (as of Sept. 1)</b></u>	<u><b>Grade</b></u>

To the Superintendent (or designee) of the Saucon Valley School District:

1. I attest that I am the parent, guardian, or legal custodian of the student(s) listed above; that I am the supervisor of the home education program; that I 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 the site and phone number listed on the previous page.

2. I attest that the home education program will be in compliance with Pennsylvania Public School Code and District Policy 137.

3. I attest that the subjects listed in paragraph four below will be offered in the English language for a minimum of 180 days of instruction or a minimum of 900 hours for elementary students and 990 hours for secondary students.

4. I attest that the following courses shall be taught:

A. Elementary Level (K-6)

- (1) English, to include spelling, reading, and writing;
- (2) Arithmetic;
- (3) Science;
- (4) Geography;
- (5) History of the United States and Pennsylvania;
- (6) Civics;
- (7) Safety education; Including regular and continuous instruction in the dangers and prevention of fires;
- (8) Health and Physiology;
- (9) Physical Education;
- (10) Music;
- (11) Art

B. Secondary Level (7-12)

- (1) English, to include language, literature, speech and composition;
- (2) Science;
- (3) Geography;
- (4) Social Studies, to include:
  - (a) Civics \_\_\_\_\_ (Year Completed);
  - (b) World History \_\_\_\_\_ (Year Completed);

- (c) History of the United States \_\_\_\_\_ (Year Completed);
- (d) and Pennsylvania \_\_\_\_\_ (Year Completed);
- (5) Health;
- (6) Safety education, including regular and continuous instruction in the dangers and prevention of fires;
- (7) Mathematics, to include:
  - (a) General Mathematics \_\_\_\_\_ (Year completed);
  - (b) Algebra \_\_\_\_\_ (Year Completed);
  - (c) and Geometry \_\_\_\_\_ (Year Completed);
- (8) Art;
- (9) Music;
- (10) Physical Education

Other courses may be taught at the discretion of the Supervisor as contained in Chapter 5 of the State Board of Education regulations.

The following minimum courses in grades nine through twelve are established as a requirement for graduation from a home education program:

- (1) Four years of English
- (2) Three years of mathematics
- (3) Three years of science
- (4) Three years of social studies
- (5) Two years of arts and humanities

I acknowledge that I understand that School districts are under no obligation to award a diploma, grant credits, or otherwise acknowledge the completion of a home educated student's education.

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

6. I attest that the student(s) listed above have been immunized against the following diseases and I have attached such evidence thereof: (Evidence shall be a certified physicians form or signed statement; either source of evidence must contain dates of immunizations) or are exempt from said requirements. (Attached evidence)

- A. Diphtheria
- B. Tetanus
- C. Poliomyelitis
- D. Measles (Ruboela)
- E. German Measles (Rubella)
- F. Mumps
- G. Hepatitis B (Grade K and 10)
- H. TB Tests for student in Kindergarten and 9th grade
- I. Chicken Pox

7. I attest that the student(s) listed above have received the health and medical services required by Article XIV 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, a hearing test, a measurement of height and weight, tests for tuberculosis under medical supervision and other tests required by the Advisory Health Board. Children, upon entry into school and in the 6<sup>th</sup> and 11th grades, must have a medical examination and comprehensive appraisal of

health (a physical) by a physician. 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 containing dates and records of the above.

8. I attest that the home education program will comply with Sections 1327 and 1327.1 of the Public School Code.

9. I attest that no adult living in the home and no person having legal custody of this/these student(s) has been convicted within five years of today's date of any of the following offenses under Title I 8 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide);  
Section 2702 (relating to aggravated assault); Section 2901 (relating to kidnapping);  
Section 2902 (relating to unlawful restraint); Section 3121 (relating to rape);  
Section 3222 (relating to statutory rape);  
Section 3123 (relating to involuntary deviate sexual intercourse); Section 3126 (relating to indecent assault);  
Section 3217 (relating to indecent exposure);  
Section 4303 (relating to concealing death of a child born out of wedlock);  
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);  
Section 6301 (relating to corruption of minors); and  
Section 6312 (relating to sexual abuse of children).

Attachments: I will enclose the following for each child:

Educational objectives by subject matter; and Evidence of immunization, vision, dental, physical exam.

Signature of Supervisor  
of Home Education Program \_\_\_\_\_

**NOTARIZATION (SEAL):**

File with Superintendent, School District of Residence, prior to the commencement of the Home Education Program, and annually thereafter on or before August 1st,

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Date)

Saucon Valley School District  
2097 Polk Valley Road  
Hellertown, PA 18055

**CURRICULUM MATERIALS REQUEST FORM**

I, \_\_\_\_\_, supervisor of the home education  
program for \_\_\_\_\_ request the following materials be  
provided in order to complete the curriculum requirements of the program.

_____	District Curriculum, Planned Courses and/or Objectives for the _____ <b>grade level</b>
_____	<b>District Curriculum, Syllabi and/or Objectives for the following secondary level courses:</b>
	_____
	_____
_____	Textbooks
_____	Other Curriculum Materials as Listed:
	_____
	_____
	_____

Date: \_\_\_\_\_ (Supervisor Signature)

By signing above, the Supervisor acknowledges that he or she has been advised that to receive such materials, the parent/guardian must pay a deposit of fifty dollars (\$50.00) per grade level and sign out all such materials. All materials shall be returned to the building principal one (1) week after the close of the school year and/or prior to withdrawal from the program and/or prior to relocation out of the district. When the materials are returned, the fifty dollars (\$50.00) deposit will be refunded. A supervisor borrowing materials pursuant to this section agrees to return the materials in good condition, reasonable wear and tear excepted and that there will be a charge for reusable materials not returned and/or damaged.

**Saucon Valley School District  
2097 Polk Valley Road  
Hellertown, PA 18055**

**PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN COCURRICULAR  
ACTIVITIES AND ACADEMIC COURSES**

The Superintendent or designee will establish, in consultation with each building principal, a process for receiving and processing requests for participation in cocurricular activities and academic courses by students enrolled in home education programs. Information regarding the established process for requests will be published on the school's publicly accessible website and available in the school office.

Requests may be submitted

{ } by email to the Director of Special Education and Student Services.

{ } in writing by mail to the District Administrative Offices.

{ } in writing, attached to the home education program affidavit submitted annually.

Requests must be submitted by August 1st in order to be eligible for participation in a cocurricular activity and/or academic course for the upcoming school year.

The District will request and review information from the home education program supervisor, including

{ } materials from the portfolio of records

{ } curriculum materials and examples

{ } examples of assessments, projects and reading lists

{ } audition, where applicable

in order to determine whether a student has met the eligibility and prerequisite requirements for the cocurricular activities and/or academic courses in the home education student's participation request.

**Placement**

The building principal will assign students to cocurricular activities and academic courses based on the student's participation request and

{ } the number of seats available in the activity or course.

{ } consideration of the needs and abilities of the student.

- { } the student's demonstration of eligibility, competency, skills and completion of prerequisites.
- { } The Superintendent or designee, in coordination with the home education supervisor, reserves the right to reassign the placement of a home education student in a cocurricular activity or academic course if the student's progress, based on assessments, performance and/or academic achievement, indicates that the student's needs would be better met in a different activity or course.

### Prioritization

The Superintendent or designee may establish a process for prioritization of enrollment in cocurricular activities or academic courses that have limited capacity. Students attending home education programs will be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses on the same basis as other students enrolled full-time in the district.

The Superintendent designates the following criteria to be used in establishing a prioritization process:

- { } Enrollment in a course is required for a student's program completion or graduation requirement.
- { } Student has previously applied to participate in the cocurricular activity or academic course but was not able to enroll due to academic scheduling conflicts or limited capacity.
- { } Record of student's academic achievement and course completion.
- { } Demonstration of a student's skills or competencies applicable to the cocurricular activity or academic course.
- { } Record of the student's conduct.
- { } Record of the student's extracurricular participation or volunteer service applicable to the cocurricular activity or academic course