No. 6220
SECTION: INSTRUCTION
TITLE: HOME EDUCATION PROGRAM

ADOPTED: 6/19/12
READOPTED: 1/29/14;11/15/16;10/15/19;
2/21/23
REVISED:

OXFORD AREA SCHOOL DISTRICT

The District shall approve a program of home education for students residing within the District to be conducted in accordance with State law and regulations.

Home Education Program – A program conducted in compliance with this section by the parent or guardian or such person having legal custody of the child or children. A Home Education Program shall not be considered a nonpublic school under the provisions of this Act(Home Education Program, Act 169 of 1988)

Supervisor – the parent or guardian of such person having legal custody of the child or children, who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

Hearing Examiner – A duly qualified and impartial individual who shall not be an officer, employee or agent of the Department of Education or of the District or intermediate unit of residence of the child in the home education program.

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.

Eligibility – Affidavit

A notarized affidavit of the parent or guardian or other person having legal custody of the child or children, filed prior to the commencement of the home education program and annually thereafter on or before August 1 with the Superintendent of the District and which sets forth:

1. The name of the supervisor of the home education program who shall be responsible for the provision of instruction
2. The name and date of birth of each child who shall participate in the home education program
3. The address and telephone number of the home education program site
4. The subjects as required by law are offered in the English language, including an outline of proposed education objectives by subject area.

5. Evidence the child has been immunized and has received the health and medical services required for students of the child's age or grade level.

The affidavit shall contain a certification to be signed by the supervisor that the supervisor, all adults in the home and persons having legal custody of a child or children in the home education program have not been convicted within five (5) years of date of filing of affidavit of criminal offenses as enumerated in Sec. 111 E of the School Code.

Transfers

In the event the home education program intends to relocate to another school district, the supervisor must apply, by registered mail, to the Superintendent of the district in which they currently reside, requesting a letter of transfer for the home education program to the district to which the home education program is relocating. 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.

Program

A child who is enrolled in a home education program and whose education is therefore under the direct supervision of the parent, guardian or other person having legal custody 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.

At the elementary level, the following courses shall be taught:

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 dangers and prevention of fires
8. Health and physiology
9. Physical education
10. Music
11. Art

At the secondary level, the following courses shall be taught:

1. English, to include language, literature, speech and composition
2. Science
3. Geography
4. Social studies, to include civics, world history, history of the United States and Pennsylvania
5. Mathematics, to include general mathematics, algebra and geometry
6. Art
7. Music
8. Physical education
9. 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, economics, geology, chemistry, foreign languages, trigonometry or other age appropriate courses as contained in the curriculum requirements of the State Board of Education.

Requirements of Supervisor

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

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. 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 shall be included. The supervisor shall ensure that the nationally normed standardized tests or the statewide test not be administered by the child's parent or guardian.

Evaluation Requirements

The following is a list of those qualified to evaluate the portfolios of students receiving home education; however, in no event should the evaluator be the supervisor or their spouse:

1. Licensed Clinical Psychologist
2. School Psychologist
3. A teacher or administrator certified by the Commonwealth with at least two (2) years of experience is required at the elementary or secondary level
4. Nonpublic school teacher with at least two years of teaching experience in a Pennsylvania public or nonpublic school within the last ten years, with that experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students.
5. Nonpublic school administrators with at least two years of teaching experience in a Pennsylvania public or nonpublic school within the last ten years, with that experience in the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students.
6. Persons with other qualifications may conduct the evaluation with the prior consent of the superintendent.

An annual written evaluation of the student's educational progress 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.

Documentation required by this policy shall be provided to the Superintendent or designee at the conclusion of each school year but no later than June 30. 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, the Superintendent or designee 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.

If the Superintendent or designee determines, based on documentation, that appropriate education is not occurring, the Superintendent or designee shall send a letter that indicates appropriate education is not occurring in the home education program and the basis for that belief and shall return all documentation specifying what aspect or aspects of the program or documentation are inadequate.

The supervisor of the program shall have twenty (20) days from the 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.

Rights of Hearing

If additional documentation is submitted and the Superintendent determines that the additional documentation still does not demonstrate that appropriate education is taking place in the home education program, the Superintendent shall so notify the supervisor of the home education program by certified mail, return receipt requested, and the District 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 the examiner 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.

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.

Placement

Students entering or re-entering the District from a home education program will be placed in the grade level closest to their chronological age. Any high school age students who wish to return to public school cannot earn a District diploma unless all graduation and credit requirements are met.

Loan of Instructional Materials

The District shall at the request of the supervisor lend to the home education program copies of the District's planned courses, textbooks, and other curriculum materials appropriate to the student's age and grade level. The District does not loan equipment.

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 years of Science, three(3) years of Social Studies and two (2) years of Arts and Humanities.

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

Students with a Disability

A home education program shall meet compulsory attendance requirements for a student identified as handicapped 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.

The supervisor may request that the District or intermediate unit of residence provide services that address the exceptional student's specific needs.

Optional Services

Home education students may utilize the following supplementary services:

- *Library Services* (with prior approval) – when library is staffed and when accompanied by one supervisor
- *Achievement Testing* – at the grade levels tested by the District in accordance with the law and regulations
- *Statewide Administered Tests* – as administered by the District
- *Health Services* – Grade level screenings will be provided as published
- *Interscholastic Sports* – Home education students may participate in interscholastic sports. Students will qualify for participation based on selection procedures for District enrolled students and must meet eligibility requirements as established by the District and the Pennsylvania Interscholastic Athletic Association (PIAA). Instructors shall submit documentation, as required by the District. Students are permitted to utilize transportation when it is provided for other team members but are responsible for transportation at other times.
- *Participation in Course Work* – Students in home education programs may enroll in course work in the District's secondary schools. Requests for enrollment will be submitted to the Superintendent or designee and enrollment, at the Superintendent's or designee's discretion, will be based on available spaces/seating. Public school students shall be given priority in assigning courses.