

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOME EDUCATION

ADOPTED: September 19, 1994

REVISED: October 24, 2005

137. HOME EDUCATION	
1. Purpose	The Board of Education recognizes the legal rights of parents/guardians to educate their children in their own home in lieu of attendance in a public or nonpublic school. The purpose of this policy is to establish guidelines that will govern participation in home education programs within the Middletown Area School District.
2. Authority SC 1327, 1327.1 Title 22 Sec. 11.31a	The Middletown Area School District will authorize a student to participate in home education after the Superintendent of Schools or his/her designee receives the completed documentation and assurances that a home education program will occur in accordance with the Public School Code and Act 169 of 1988.
3. Definitions SC 1327.1	<p>Home Education Program - is a program conducted in compliance with the Pennsylvania School Code, by the parent/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 law.</p> <p>Supervisor - is the parent/guardian or 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.</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>Appropriate Education - is a program consisting of instruction in the required subjects for the time required by the School Code and in which the student demonstrates sustained progress in the overall program.</p>
4. Guidelines SC 1327.1	<p><u>Eligibility</u></p> <p>The parent/guardian, or legal custodian of a child being educated at home must file a notarized affidavit prior to the commencement of home education and annually thereafter by August 1 with the Superintendent of Schools.</p>

	<p>A notarized affidavit, substantially in the form attached hereto as Attachment 1, must contain the following elements:</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. 3. Address and telephone number of the home education program site. 4. Such subjects as required by law are offered in the English language, including an outline of proposed education objectives by subject areas. 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. 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>Pol. 203, 209</p> <p>SC 111</p> <p>SC 1327.1</p> <p>In the event of the home education program 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. The letter of transfer must be filed by the home education program supervisor 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><u>Program</u></p> <p>SC 1327.1</p> <p>Home education instruction for each school year shall be conducted a minimum of one hundred eighty (180) days, or for a minimum of nine hundred (900) hours of instruction for the elementary level per year, or nine hundred ninety (990) hours at the secondary level.</p> <p>A daily attendance register or log shall be maintained by the supervisor of the home education program which shall reflect the days and/or hours of instruction. The attendance register is to be included in the portfolio.</p>
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<p>Pol. 203, 209</p>	<p>The parent/guardian must comply with all Department of Health regulations and requirements regarding the immunizations and dental, physical, vision, hearing, etc., examinations. The parent/guardian is responsible for assuming the costs incurred to complete these requirements or for bringing the student to school when services are scheduled. Documentation needs to be included with the affidavit.</p> <p>Educational objectives by subject for each child shall be included with each affidavit and made part of the child's portfolio. Subjects shall be taught in the English language.</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 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; and health and safety education, including regular and continuous instruction in the dangers and prevention of fires.</p>
<p>Title 22 Chapter 4</p>	<p>Such courses of study may include, at the discretion of the supervisor, economics; biology; chemistry; foreign languages; trigonometry; or other age appropriate courses as required by the State Board of Education.</p> <p><u>Requirements Of Supervisor</u></p>
<p>SC 1327.1</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, 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 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 test or the statewide tests are not administered by the child's parent/guardian.</p>

<p>SC 1327.1</p>	<p><u>Credit/Diploma</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>Middletown Area School District shall not grant credit for courses completed through the home education program. In addition, the district will not award a Middletown Area School District diploma to a student completing a home education program.</p>
<p>SC 1327</p>	<p><u>Special Education</u></p> <p>The School Code, Section 1327, provides that a home education program meets the compulsory attendance requirements for a student with a disability, except gifted or talented students, only when the program addresses the specific needs of the exceptional student and is approved by a licensed clinical or certified psychologist or a teacher with a valid certificate from the Commonwealth of Pennsylvania to teach special education. Written notice of such approval must be submitted with the notarized 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>SC 1327.1</p>	<p><u>Reentry Into District</u></p> <p>A student reentering the Middletown Area School District from a home education program will be placed in a grade level closest to his/her chronological age and achievement level based on district testing, previous school records, present program options and curriculum requirements. The district may request to have the student evaluated by a school psychologist and/or appropriate other persons to determine a course of study and current level of instruction.</p> <p><u>Loan Of Instructional Materials</u></p> <p>At the request of the supervisor, the Middletown Area School District will 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.</p>

All materials must be returned to the building principal one (1) week prior to the close of the school year and/or prior to withdrawal from the program and/or prior to relocation out of the district. There will be a charge for reusable materials unreturned and/or damaged.

The Middletown Area School District reserves the right to review basic instructional materials such as textbooks, workbooks, and study guides which will be utilized in the home education program.

The district will not loan equipment or teacher manuals.

Extracurricular/Curricular Services

Home education students living within the Middletown Area School District are not eligible for extracurricular activities, but are eligible for the following curricular services: achievement testing in grades three, five and eight; statewide administered tests; library services, when staffed by a librarian; and health services, as appropriate.

Evaluation Requirements

At the conclusion of each public school year or no later than June 30, the supervisor will arrange to have his/her child's work placed in a portfolio and reviewed by an appropriate evaluator. In order to demonstrate that appropriate education is occurring, the supervisor shall provide and maintain on file the following documentation for each student enrolled in the home education program:

1. A portfolio of records and materials.
2. An annual evaluation of the student 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; and in grades three, five and eight, results of the nationally normed standardized achievement tests in reading, language arts, and mathematics or results of statewide tests administered in these grade levels. The supervisor shall ensure that the nationally normed standardized tests or the statewide tests not be administered by the child's parent/guardian.

<p>SC 1327.1</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>SC 1327.1</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>The annual written evaluation of the student's educational progress shall be determined by a licensed clinical or school psychologist or a teacher certified by the Commonwealth or by a nonpublic schoolteacher 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 their spouse.</p> <p>Documentation required by this policy shall be provided to the school district Superintendent or designee at the conclusion of each school year. 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 a designee determines, based on documentation, that appropriate education is not occurring, the Superintendent or designee shall send a letter to the supervisor that in his/her opinion appropriate education is not occurring in the home education program and shall return all documentation, specifying what aspect or aspects of the documentation are inadequate.</p> <p>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.</p>

SC 1327.1	<p><u>Right Of Hearing</u></p> <p>The Board shall provide for a proper hearing by a 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> <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.</p> <p>The home education program must comply in all respects with the requirements of the Pennsylvania School Code and applicable state and federal laws and regulations.</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 Chapter 4, Sec. 11.31a</p> <p>Board Policy – 203, 209</p>
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