

Boyertown Area School District

To enable all students to succeed in a changing world!

BOYERTOWN AREA SCHOOL DISTRICT HOME EDUCATION PROGRAM INFORMATION HANDBOOK FOR PARENTS/GUARDIANS

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HOME EDUCATION PROGRAM INFORMATION PACKET

The Home Education Information Packet is sent to parents/guardians when approval is sought to begin a Home Education Program. The information in the packet should prove to be very helpful in organizing a Home Education Program.

All questions and inquiries regarding home education should be directed to the Boyertown Area School District's Home Education Coordinator: Mrs. Kelly Mason, BASD Home Education Coordinator

Colebrookdale Elementary School 1001 Montgomery Avenue Boyertown, PA 19512 610-369-7688 kmason@boyertownasd.org

Summary of Updated Home Education Program Requirements

To Begin a NEW Home Education Program:

- A notarized affidavit, including an outline of educational objectives, must be submitted to the Boyertown Area School District's Home Education Coordinator prior to the commencement of the Home Education Program.
- Submit a copy of the Supervisor's High School diploma or its equivalent.
- Evidence of health services is required for the appropriate age and grade for the child/children.
- Evidence that the student has received all required immunizations requests for religious exemptions must be in writing.
- Students with Disabilities if the student has been identified as a child with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), written notice of approval of the home education program by a licensed clinical or certified psychologist or a PA certified special education teacher must be submitted along with the affidavit.

To **CONTINUE** with a Home Education Program for Subsequent Year:

- A new affidavit, including an outline of educational objectives, is required by August 1st.
- Supervisor's High School diploma, or its equivalent a copy is required if the supervisor changes.
- Evidence of health services is required for the appropriate age and grade for the child/children.
- Evidence of immunizations is required; requests for religious exemptions must be in writing.
- Students with Disabilities if the student has been identified as a child with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), written notice of approval of the home education program by a licensed clinical or certified psychologist or a PA certified special education teacher must be submitted along with the affidavit.

Annual Requirements to Complete a Home Education:

The evaluator's certification stating that an appropriate education occurred for the school year under review is due to the Boyertown Area School District's Home Education Coordinator by June 30th: Mrs. Kelly Mason, Colebrookdale Elementary School, 1001 Montgomery Ave., Boyertown, PA 19512. Please call Colebrookdale Elementary School if you have any questions: 610-369-7688.



Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Code	137
Status	Active
Adopted	December 8, 2015

Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations. [1][2][3]

Definitions

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. [2]

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 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.

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.

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.

Guidelines

Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent or designee setting forth the information required by law. [2]

Instructional Program

The instructional program for home education students shall include such courses as required by law. [2]

Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level. [2]

Student Portfolio and Evaluations

For each student participating in the home education program, the supervisor shall: [2]

- 1. Maintain a portfolio of records and materials.
- 2. Provide an annual written evaluation of the student's educational progress.

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 (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities. [2]

<u>Diplomas</u>

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.[2]

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.[1]

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. [1]

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 district schools or in a private school licensed to provide such programs and services. [1]

Appropriate Education/Compliance Determination

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent or designee by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that s/he has ten (10) days to submit the certification.[2]

If the Superintendent or designee 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 requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's or designee's reasonable belief.[2]

If the Superintendent or designee has a reasonable belief that the home education program is out of compliance, s/he shall submit a letter to the supervisor requiring a certification be submitted within

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thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's or designee's reasonable belief. [2]

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

<u>Hearings</u>

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days. [2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a district school, a nonpublic school or a licensed private academic school.[2]

<u>Appeal</u>

The supervisor or Superintendent or designee may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[2]

Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent or designee a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[2]

The Superintendent or designee shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[2]

The supervisor shall file the letter of transfer with the Superintendent or designee of the new district of residence. [2]

If a home education program is out of compliance, the Superintendent or designee shall inform the home education supervisor and Superintendent or designee of the new district of residence of this status and the reason for denial of the transfer letter. [2]

If a home education program is in hearing procedures, the Superintendent or designee shall inform the home education supervisor, hearing examiner and Superintendent or designee of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If the Superintendent or designee is informed of pending proceedings related to a home education program relocating to the district, s/he shall continue the home education program until the appeal process is finalized.[2]

Legal	
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24 P.S. 1327
24 P.S. 1327.1
22 PA Code 11.31a
22 PA Code 11.33
24 P.S. 111
Pol. 203
Pol. 209

BOYERTOWN AREA SCHOOL DISTRICT ELEMENTARY – Grades K through 5 Affidavit of the Supervisor of a Home Education Program

To the superintendent of the BOYERTOWN AREA SCHOOL DIST:

1. *I* attest that I_____

_____am the parent, guardian, or legal custodian of

Name of Supervisor

Name and Age of Student(s)

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 following address:

The phone number at this site is _____ Email: _____

- 2. *I* attest that the home education program will be in compliance with Section 13-1327.1 of Pennsylvania Statutes Annotated.
- 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 _____

Student name(s)

has been immunized against the following diseases and I have **attached evidence** thereof or said student has a medical or religious exemption pursuant to Section 1303 (c) and (d) of Pennsylvania Statutes Annotated:

- a. Diphtheria
- b. Tetanus
- c. Poliomyelitis
- d. Measles (Rubella)
- e. German Measles (Rubella)
- f. Mumps
- g. Hepatitis B

- h. Chickenpox (varicella) (evidence of vaccination or immunity)
- Prior to 7th grade: Tetanus and diphtheria toxoid and acellular pertussis vaccine (TdaP) & Meningococcal Conjugate Vaccine (MCV)

7. *I* attest that _

Student Name(s)

has received the health and medical services required by Article XIV of the Public School code, and I have **attached evidence** thereof or has a religious exemption under Section 14-1419 of Pennsylvania Statutes Annotated.

Article XIV requires that every child of school age by methods established by the state's Advisory Health Board, an annual vision 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 6th and 11th grades must have a medical examination and comprehensive appraisal of health 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.

8. *I* attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of

Student Name(s)

has been convicted within five years of today's day of any of the following offenses under Section 111 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 minor); Section 6319 (relating to solicitation or minors to traffic drugs); Section 6320 (relating to sexual exploitation of children);

An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 63) known as "The Controlled Substance, Drug, Device and Cosmetic Act", or an out-of-State, Federal, or foreign offense similar in nature to those crimes listed above.

Signed and Notarized

Supervisor's Signature

Attachments:

- a. Education objectives by subject matter
- b. Evidence of immunization
- c. Evidence of health and medical service

BOYERTOWN AREA SCHOOL DISTRICT SECONDARY – Grades 6 through 12 Affidavit of the Supervisor of a Home Education Program

To the superintendent of the BOYERTOWN AREA SCHOOL DIST:

1. *I* attest that I______am the parent, guardian, or legal custodian of name of Supervisor

Name and Age of Student(s)

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 following address:

The phone number at this site is _____ Email: _____

- 2. I attest that home education program will be in compliance with Section 13-1327.1 of Pennsylvania Statutes Annotated.
- 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 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. Other courses may be included at the discretion of the supervisor.
- 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

Student Name(s)

has been immunized against the following diseases and I have **attached evidence** thereof or said student has a medical or religious exemption pursuant to Section 1303 (c) and (d) of Pennsylvania Statutes Annotated:

- a. Diphtheria
- b. Tetanus
- c. Poliomyelitis
- d. Measles (Rubella)
- e. German Measles (Rubella)
- f. Mumps
- g. Hepatitis B

- h. Chickenpox (varicella) (evidence of vaccination or immunity)
- i. Prior to 7th grade: Tetanus and diphtheria toxoid and acellular pertussis vaccine (TdaP) & Meningococcal Conjugate Vaccine (MCV)

7. *I* attest that _____

Student Name(s)

has received the health and medical services required by Article XIV of the Public School code, and I have **attached evidence** thereof or has a religious exemption under Section 14-1419 of Pennsylvania Statutes Annotated.

Article XIV requires that every child of school age by methods established by the state's Advisory Health Board, an annual vision 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 6th and 11th grades must have a medical examination and comprehensive appraisal of health 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.

8. *I* attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of ______

Student Name(s)

has been convicted within five years of today's day of any of the following offenses under Section 111 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 solicitation or minors to traffic drugs); Section 6320 (relating to sexual exploitation of children); Section 6319 (relating to solicitation or minors to traffic drugs); Section 6320 (relating to sexual exploitation of children);

An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 63) known as "The Controlled Substance, Drug, Device and Cosmetic Act": or An out-of-State, Federal, or foreign offense similar in nature to those crimes listed above.

Signed and Notarized

Supervisor's Signature

Attachments:

- a. Education objectives by subject matter
- b. Evidence of immunization
- c. Evidence of health and medical services

Evaluation of Home Education Program – Portfolio Review and Student Interview This form is intended to assist the evaluator and does not need to be submitted to the Boyertown Area School District.

Student Name	Date of Birth
Grade Level	Date of Evaluation
Name of Evaluator	
Credentials of Evaluator:	
Review of Portfolio:	
Please indicate certification of completion by in notes section.	nitialing each requirement and providing any additional comments in the
Log made contemporaneously with instr hours at the elementary level and 990 ho	ruction which demonstrates the completion of 180 days of instruction (900 ours at the secondary level)
Notes:	
Portfolio designates the materials being workbooks or creative materials	used for instruction, with titles, and samples of any writing, worksheets,
Notes:	
Results of nationally normed standardize or the results of statewide tests (PSSA)	ed achievement tests in reading/language arts and math in grade 3, 5, and 8
Notes:	
Annual interview conducted with the stu	ident
Notes:	

____The student was taught the following courses:

Elementary	(initial)	Secondary	(initial)
English (to include Spelling, Reading and		English (to include language, literature, speech	
Writing)		and composition)	
Arithmetic		Mathematics (to include general mathematics,	
		algebra and geometry)	
Science		Science	
Geography		Geography	
History of the United States and		Social Studies (to include civics, world history,	
Pennsylvania		US history, and PA history)	
Art		Art	
Health and Physiology		Health and Safety Education	
Physical Education		Physical Education	
Safety Education		Music	
Music			
Civics			

Notes: _____

Evaluator's Certification

The Boyertown Area School District encourages evaluators to use this form for certifying a Home Education Program.

Student Name:	Date of Birth:			
Telephone Number, Email, and Address of the Home Education Program Site:				
Phone:	Email:			
Address:	-			
	_			
Grade Level:	-			
Date of Evaluation:	_			
Name of Evaluator:				
Credentials of Evaluator:				

Signature of Evaluator

Date

BOYERTOWN AREA SCHOOL DISTRICT HOME EDUCATION FREQUENTLY ASKED QUESTIOINS

When do I need to file an affidavit?

You must file an affidavit for each child you will be homeschooling when he or she is of compulsory school age, which is from the time the child's parents elect to have the child enter school, which shall not be later than at the age of six years, until the age of eighteen years. 24 P.S. §13-1327, you must file an affidavit when you begin the home education program and annually thereafter by August 1st.

Where can I get an affidavit form?

Affidavit forms may be obtained from to the Pennsylvania Department of Education Circular. Also, BASD provides a form within its Home Education Program Information Packet, or you may create your own affidavit, following the requirements in the home education law. 24 P.S. 13-1327.1(b11) In the case of a student with a disability, you will also need to refer to 24 P.S. 13-1-322 (d) which lists additional requirements.

What should I attach to the affidavit?

Attachments to the affidavit must include an outline of the educational objectives arranged by subject matter, **evidence** that the child has been immunized in accordance with the provisions of law, and evidence that the child has received the health and medical services required for students of the child's age or grade level.

What constitutes evidence for immunization and health records?

Parents may provide evidence in one of three ways: (1) a copy of the child's medical records, (2) a letter from the physician stating that the requirements have been satisfied, or (3) a statement of religious exemption for these two requirements.

What are the health requirements for homeschooled students?

Students in home education programs are required to be immunized in accordance with law and regulations of the Secretary of Health. 24 P.S. §13-1303a and 28 Pa. Code 23.83-84 Students in home education programs are also required to receive the health and medical services required for students of the child's age or grade level. Each child of school age must be given an annual vision test, a hearing test and shall be measured and weighed. 24 P.S. §14-1401 et sec. Home education families may use the Department of Health's form to have a medical examination and a comprehensive appraisal of his or her health at the following times:

- \succ When beginning the home school program
- \succ While enrolled in sixth grade
- \succ While enrolled in eleventh grade
- \succ When he/she is issued a farm or domestic service permit

(A medical examination is not necessary at the above points in time if an examination was obtained within previous four months).

Also, each child must have a dental examination at the following times:

- \succ When beginning the home school program
- \succ While enrolled in third grade
- \succ While enrolled in seventh grade
- > When he/she is issued a farm or domestic service permit

What are Section 111 (Criminal History or Act 34) requirements for the Affidavit?

The supervisor of the home program must certify on the affidavit that the supervisor, all adults living in the home and persons having legal custody of the child have not been convicted of the criminal offenses listed in the School Code. 24 P.S. §1-111(e) contains a complete list of these offenses.

What are the Curriculum requirements?

The home education law specifies the subjects that must be taught at elementary and secondary grade levels. 24 P.S. §13-1327.1 (c and d)

When does my child need standardized tests?

Students in grades 3, 5 or 8 must be given a nationally normed standardized achievement test in reading/language arts and mathematics or the PSSA. The results of these tests must be maintained in their portfolios. 24 P.S. §13-1327.1 (e) (1)

What standardized tests fulfill that requirement?

Pennsylvania Department of Education has established a list of nationally normed standardized tests which fulfill this requirement, per the law. The list is maintained on the Department's Home Education Program website.

Can my child have special accommodations when taking the nationally normed or state tests?

You are responsible for determining whether the test publisher allows for accommodations on the particular test you've chosen and to ensure that the publisher's policies are followed.

What must I submit at the end of each school year?

An evaluator's certification stating that an appropriate education is occurring for the school year under review must be provided to the superintendent of the public school district of residence by June 30th of each school year.

What are the home education requirements for students with disabilities?

The supervisor of a home education student who has been identified as needing special education services pursuant to the Individuals with Disabilities Education Act (IDEA), must have a certified special education teacher or licensed clinical or certified school psychologist's approval prior to the commencement of the home education program. This requirement does not apply to students who have been identified as gifted or talented. 24 P.S. §13-1327 (d)

What responsibilities does the school district have for students with disabilities?

If you believe your child is disabled and in need of special education services, but has not been evaluated, the school district in which you reside is required to evaluate the child, without charge, when you make such a request in writing.

Are there any organizations of homeschooling families that serve my area?

Pennsylvania Department of Education has developed a list of Home Organizations Serving Pennsylvania Families. These are regional, statewide and national associations and agencies which provide a variety of services to homeschooling families. These statewide and regional organizations often keep a list of support groups which serve a smaller geographic area, such as a city or township.

How does a homeschooled child receive a high school diploma?

Although the school district does not issue a diploma to a student in home education programs, other diplomas may be available:

- A student be awarded a diploma by his/her home education program supervisor (the diploma shall be on a standardized form developed by the Pennsylvania Department of Education and signed by the student's twelfth grade evaluator).
- ➤ A student may be awarded a diploma by a diploma-granting organization that has been approved by the Pennsylvania Department of Education.

If a child is enrolled in a public or private school after home schooling, how is it determined to which grade level the child is assigned, and/or what high school credits will be awarded?

The law does not speak to this question. The school district of residence, or the private school in which the child is enrolled, will determine the grade to which the student will be assigned and/or the high school credits earned for home education work, pursuant to district policy.