

**No. 137-AR
SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE**

137-AR. HOME EDUCATION

The following regulations shall govern all home education programs approved by the Board.

Eligibility

A notarized affidavit of the parent or guardian or other person having legal custody of the child or children shall be filed prior to the commencement of the home education program and annually thereafter on August 1st with the Superintendent of the school district and shall set 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 age of each student who shall participate in the home education program;
3. The address and telephone number of the home education program site;
4. An assurance that such subjects as required by law are offered in the English language, including an outline of proposed education objectives by subject area; and
5. Evidence that the student 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 of criminal offenses as enumerated in Sec. 111 of the School Code.

In the event that the home education program relocates to another school district, the supervisor must apply, by registered mail, to the Superintendent of the district in which s/he currently resides, for 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 student who is enrolled in a home education program and whose education is therefore, under the direct supervision of his/her parent, guardian or other person having legal custody shall be deemed to have met the attendance 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: 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.

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.

Such courses of study may include, at the discretion of the supervisor, economics; biology; chemistry; foreign languages; trigonometry; or other age appropriate courses as contained in Chapter 4 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 and materials for each student enrolled in the home education program. The portfolio shall consist of: 1) a log, made contemporaneously with the instruction, which designates by title the reading materials used, samples of any writings, work sheets, workbooks or creative materials used or developed by the student; and 2) 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. The supervisor shall ensure that the nationally normed standardized tests or the statewide tests not be administered by the child's parent or guardian.

Evaluation Requirements

1. 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.
2. 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.
3. An annual written evaluation of the student's educational progress, as determined by a licensed clinical or school psychologist or a teacher certified by the Commonwealth or by a nonpublic school teacher or administrator is required. The evaluation shall also be based on an interview of the student 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 his/her spouse. Parents may request standardized testing by the district during designated district testing periods.
4. 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 of instruction 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 in the home education program, the Superintendent or designee shall send a certified letter to the supervisor stating that in his/her opinion appropriate education is not occurring in the Home Education program and shall return all documenta-

tion, specifying what aspect or aspects of the 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.

Right of Hearing

If requested, the Board 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. 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.

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.

Loan of Instructional Materials

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

Handicapped Students

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 special education certificate from the Commonwealth, or by a licensed clinical or certified school psychologist. Written notice of such approval must be submitted with the required IEP.

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

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.

Participation of Home School Students in Athletic and Extra-Curricular Activities

Definition: Extra-curricular and athletic activities are defined as activities that take place outside the school day.

Home schooled children residing within the School District of Springfield Township shall be eligible to participate in district sponsored athletics and extra-curricular activities within their regular attendance area. The student shall be required to follow the rules of the school, policies of the school district, pay any applicable fees and follow other applicable PIAA rules and regulations.

Parents of all home schooled children must request a list of the various options and opportunities for extra-curricular activities, deadlines for registration and any applicable policies and procedures.

Transportation to and from scheduled practices and events is the responsibility of the parents of the home-schooler, except where team transportation is required.

Procedures

Parents of home schooled students who wish to have their children participate in athletic and/or extracurricular activities within the school district must register their children at least one (1) week in advance of the start of the activity. Parents must verify the following for their home schooler:

For Athletics:

1. That a secondary student was enrolled in and passed a minimum of six (6) full-year subjects during the last school year. This is equivalent to six (6) credits and is determined by principal evaluation;
2. That a secondary student is enrolled in and passing in compliance with PIAA rules six (6) full-year, six (6) credit equivalent courses during the current school year;
3. That a PIAA eligible student was not absent from instruction more than twenty days during the previous semester unless eligible for exemption as stated in Article III, Section 2 of the PIAA By-Laws; and

4. For participation in athletics, the student and his/her parent/s have completed the PIAA physical eligibility requirements and registration form required to be a member of an athletic team.

For Athletics and Other Extra-Curriculars:

1. In addition to the above, the parents must verify to the building principal the immunizations that the child has received; and
2. The building principal will notify the parent of the home-schooler in writing of the date the student may begin participating in the activity or activities.

Graduation Requirements

The District is under no obligation to award a diploma or acknowledge completion of a student's education in a home education program. In order to fulfill the State requirements for graduation, students in Home Education Programs must complete the minimum courses in grades 9 through 12 and demonstrate mastery of the student learning outcomes as stated in Section 5.202 of Title 22, Pennsylvania School Code, Chapter 4.

Criteria for awarding District diplomas to students who have been educated in the District but who have also been home educated are set forth as follows:

Students who have been home schooled must earn 14 District secondary credits including all required courses in order to receive a District diploma:

1. Home schooled students who also previously attended an accredited institution or an accredited high school will have their credits transferred and calculated toward the required 14 credits.
2. Students who are home schooled for less than one semester or one-half school year must earn the required 27.5 credits for graduation.
3. The District will not grant credit for courses completed through home schooling. Transcripts will differentiate between the District course credit and home schooling courses.

Adopted: April 1, 2003