

ADMINISTRATIVE
REGULATION

QUAKERTOWN COMMUNITY
SCHOOL DISTRICT

HOME SCHOOLING

FILING THE AFFIDAVIT

1. The parent/guardian must submit a notarized affidavit to the Assistant Superintendent or designee prior to beginning Home Schooling and on August 1 annually in subsequent years.
2. The School District shall supply the parent/guardian with an affidavit form, endorsed for Home Schooling use by the Department of Education. When submitted annually, this affidavit, or an equivalent one composed by the parent/guardian, must be accompanied by evidence of the parent's/guardian's high school diploma or its equivalent, education objectives by subject matter, and evidence of the child's immunization.

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.

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.

4. 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 setting forth the information required by law.[2]

MAINTAINING A PORTFOLIO

The parent/guardian must maintain a portfolio of records and materials, including:

1. A contemporaneous log of instructional activity which identified, by title, reading and textbook materials used by the home educator.
2. Samples of the student's writings, work sheets, workbooks or creative materials.

3. The results of a standardized or state-wide achievement test for each student in grades three, five and eight. The Assistant Superintendent or designee will, upon request, provide the parent/guardian with a list of tests approved by the Department of Education. The test may not be administered by the parent/guardian.

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.

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]

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]

MISCELLANEOUS

1. Home schooled students may participate in the district's athletics, publications, and organizations consistent with Act 67 (2005).
2. **Home schooled students may attend and audit a class/course without gaining credit for their attendance. A signed waiver will be required stating that no credit will be given to the student. Transportation will be provided by the parent/guardian.**
3. Home schooled students are not eligible for a district diploma unless they are enrolled for at least two (2) of their final four (4) years, including the final year.
4. Home schooled students wishing to return to public school are encouraged to do so only at the beginning of a marking period and must present an evaluation report of their home education progress.

Instructional Program

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

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]

Diplomas

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]

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 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 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 reasonable belief.[2]

If the Superintendent 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 thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent'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]

Hearings

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]

Appeal

The supervisor or Superintendent 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 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 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 of the new district of residence.[\[2\]](#)

If a home education program is out of compliance, the Superintendent shall 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.[\[2\]](#)

If a home education program is in hearing procedures, the Superintendent shall 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.[\[2\]](#)

If the Superintendent 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.[\[2\]](#)

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