



PROCEDURES FOR IMPLEMENTING THE HOME EDUCATION PROGRAM

In accordance with the requirements of the Pennsylvania Public School Code of 1949, Sections 1327, 1327.1, the Board of School Directors of the Souderton Area School District hereby recognize the following procedures with respect to Home Education programs:

1. **Affidavit for Non-Special Needs Student** – A notarized affidavit of the parent or guardian or other person/supervisor having legal custody of the child or children must be filed with the Director of Pupil Services prior to the commencement of the Home Education program. It must also be filed annually thereafter on or by August 1. <https://www.soudertonsd.org/students-families/homeschooling>
2. **Affidavit for Special Need Student** – A notarized affidavit of the parent or guardian or other person/supervisor having legal custody of the child or children must be filed with the Director of Pupil Services prior to the commencement of the Home Education program. It must also be filed annually thereafter on or by August 1.

Those students needing special education services, excepting those students who have been identified as “gifted” and/or “talented” are required to be in compliance with the requirements of the compulsory attendance law by participating in a Home Education program. The student’s Home Education program must address the specific needs of the exceptional student, must be approved by a teacher with a valid certificate from the Commonwealth of Pennsylvania to teach special education, or a licensed clinical or certified school psychologist. Written notification of such approval must be submitted with the notarized affidavit to the Director of Pupil Services. The Supervisor of Home Education may request that the school district or the Montgomery County Intermediate Unit provide services that address the specific needs of the exceptional student in the Home Education program when provisions of such services are agreed to by both the Home Education Supervisor and the School District or Intermediate Unit.

3. **Dual-Enrollment Students** – In addition to the notarized affidavit, any home school student wishing to participate in a co-curricular or academic course must also complete the district enrollment paperwork. Completed enrollment paperwork must be brought into the Registration Office at the Souderton Area School District Office. With the completed packet you will need your student’s birth certificate or valid passport and parent driver's license. <https://www.soudertonsd.org/students-families/enroll/how-to-enroll>
4. **Relocation of the Home Education Program** – In the event that the Home Education program site is relocating to another school district in Pennsylvania during the course of the public school term or prior to the opening of the public school term in the fall, the Supervisor of the Home Education program must apply by registered mail, at least 30 days prior to the relocation, to the

Director of Pupil Services requesting a letter of transfer for the Home Education program to be used by the district where the program will be transferred. If the Home Education is not in compliance with the provisions of the law, the Director of Pupil Services is required to inform the Home Education program supervisor and the Superintendent of the district to which the Home Education program is relocating the status of the program and the reason for the denial of the letter transfer.

5. **Minimum Amount of Home Education Program Instruction** – A child who is enrolled in a Home Education program and whose education is under the direct supervision of his parent, guardian, or other person having legal custody shall be deemed to have met all the requirements of the law if the Home Education program provides for a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level, or 990 hours of instruction per year at the secondary level.

6. **Subjects to be Covered** – At the **elementary level** the following courses shall be taught in the Home Education program: 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.

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; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires. Such course of study may include, at the discretion of the Home Education program supervisor, economics; biology; chemistry; foreign language; trigonometry; or other age-appropriate courses as contained in curriculum requirements of the Pennsylvania State Board of Education.

7. **Graduation Requirements** – The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a Home Education program: 4 years of English; 3 years of mathematics; 3 years of science; 3 years of social studies; and 2 years of arts and humanities.

8. **Requirements of the Home Education Program Supervisor** – The supervisor of the Home Education program is required to provide and maintain on file the following documentation for each child enrolled in his/her home education program:

- A portfolio of records and materials.
- The portfolio shall consist of a log, made contemporaneously with the instruction, which designates by title the reading material used, samples of any writing, worksheets, workbooks and/or other creative materials used or developed by the student.
- The portfolio shall contain, for grades 3, 5, and 8, results of a nationally normed standardized achievement test in reading/language arts and mathematics.
- One of the following normed achievement tests can be administered should the supervisor of the

program decide not to choose the statewide tests:

- (1) Iowa Test of Basic Skills
- (2) California Achievement Test
- (3) Stanford Achievement Test
- (4) Metropolitan Achievement Test
- (5) Science Research Associates
- (6) Comprehensive Test of Basic Skills
- (7) Comprehensive Testing Program (CTPII)
- (8) Wide Range Achievement Test
- (9) Peabody Individual Test
- (10) Woodcock Johnson Revised Tests of Achievement

At the discretion of the Home Education program supervisor, the portfolio may include the results of nationally normed standardized achievement tests for other subject areas or grade levels. The supervisor shall insure that the nationally normed standardized achievement tests or the statewide tests, whichever are used, shall not be administered by the child's parent or guardian.

9. **Annual Written Evaluations of the Student's Educational Progress** – Annual written evaluations of the student's educational progress as determined by a licensed clinical psychologist, or a teacher certified by the Commonwealth, or by a non-public school teacher or administrator with two years of experience as a teacher or administrator is required. The evaluation shall be based on a review of the student's portfolio and shall include an interview with the child to certify whether or not an appropriate education is occurring. In no event shall the evaluator be the Supervisor of the Home Education program or their spouse. Portfolios do not need to be submitted to the District for evaluation per House Bill No. 1013.

An evaluator's certification stating that an appropriate education is occurring for the school year under review must be provided by the Supervisor of the Home Education program to the Superintendent by June 30th of each year.

10. **Request for Lending Materials** – The Souderton Area School District shall, at the request of the Home Education program supervisor, lend to the supervisor copies of the school district's planned courses, textbooks, and other curriculum materials appropriate to the student's age and grade level. The school district will NOT lend teacher's manuals to the Home Education program supervisor. A supervisor borrowing materials pursuant to this section shall sign an agreement, prior to receipt of any materials, establishing reasonable conditions for the use of textbooks and materials and requiring their return in good condition. Reasonable wear and tear are expected. There will be a charge for reusable materials not returned and/or damaged. The supervisor is expected to return these materials to the school district no later than one week after the conclusion of the Home Education program for the year.

11. **Inappropriate Education** – 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, he may submit a letter to the supervisor, by certified mail, return receipt requested, require that an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring for the school year under review, be submitted to the district by the supervisor within thirty (30) days of the receipt of the certified letter. The certified letter shall include the basis for the

superintendent's reasonable belief. If the tests, as required, have not been administered at the time of the receipt of the certified letter by the supervisor, the supervisor shall submit the other required documentation to the evaluator and shall submit the test results to the evaluator with the completed documentation at the conclusion of the school year. If the certification is not submitted to the superintendent within thirty (30) days of receipt of the certified letter, the board of school directors shall provide for a proper hearing by a duly qualified and impartial examiner.

If the superintendent has a reasonable belief that the home education program is out of compliance with any other provisions of this section, the superintendent shall submit a letter to the supervisor by certified mail, return receipt requested, requiring a certification to be submitted within thirty (30) days indicating that the program is in compliance. The certified letter shall include the basis for the superintendent's reasonable belief. If the certification is not submitted within thirty (30) days of the receipt of the certified letter, the board of school directors shall provide for a proper hearing by a duly qualified and impartial examiner.

12. **Hearing Examiner Decision** – If the hearing examiner finds that the evidence does not indicate that appropriate education is taking place in the Home Education program, the program shall be out of compliance and the student shall be promptly enrolled in a public school or a non-public school or a licensed private academic school.

13. **Immunizations and Medical Services** - The school district is given the responsibility of tracking the immunizations and medical services that have been provided to the children in a community. The district must keep evidence that homeschooled students have been immunized in accordance and medical services have been received.