

**Southern Lehigh School District
5775 Main Street
Center Valley, PA. 18034**



Homeschooling Supervisor's Packet



Office of Special Education & Student Services

5775 Main Street
Center Valley, PA 18034
Phone: 610-282-3121
Fax: 610-282-0193
www.slsd.org

Introduction

Dear Homeschooling Parent/Guardian:

Enclosed is information on homeschooling requirements and procedures in the Southern Lehigh School District. The following forms and documents have been enclosed and may prove helpful:

- The Supervisor's Homeschooling checklist.
- The Affidavit of the Supervisor of a Home Education Program, which must be submitted before starting a homeschooling program.
- The Southern Lehigh School Board Home Education Homeschooling Program Policy No. 137.
- A Release of Information form in case any homeschooling or regular classroom instruction has previously taken place in another school district or a private school.

These documents may help you as you plan and carry out the responsibilities of a homeschooling education.

I wish you well in this important endeavor. If I can be of any further assistance, please contact me at 610-282-3121 ext. 5501.

Kind Regards,

Andria Deatline Buchman
Director of Special Education & Student Services
ADB/ph

Enclosures

SUPERVISOR'S HOMESCHOOLING CHECKLIST

FILING THE AFFIDAVIT

- ☐ The parent/guardian who is to become the homeschooling "supervisor" must submit a notarized affidavit to the Superintendent or Director of Special Education & Student Services prior to beginning Homeschooling and on August 1, annually in subsequent years. The School District will supply you with an affidavit form.

When submitted annually, this affidavit, or an equivalent one composed or duplicated by you must accompanied by:

- ☐ Evidence of your high school diploma or its equivalent.
- ☐ Education objectives by subject matter.
- ☐ Evidence of your child's immunization.

MAINTAINING A PORTFOLIO

As homeschooling supervisor, you the parent/guardian **must maintain a portfolio** of records and materials, including:

- ☐ A contemporaneous log of instructional activity which identifies, by title, reading and textbooks materials used by the home educator.
- ☐ Samples of the student's writings, work sheets, or creative materials. A large 3-ring binder works well.
- ☐ The result of a standardized or state-wide achievement test for each student in grades three, five, and eight. See SC 1327.1 (1) for state approved tests. The test may not be administered by the parent/guardian.

ANNUAL REVIEW AND WRITTEN EVALUATION

You **must choose one** of the following to review the portfolio, interview your child, and submit a written evaluation at the conclusion of each public school year to the Superintendent or Director of Special Education & Student Services:

1. A Licensed Clinical or School Psychologist.
2. A teacher certified by the Commonwealth of Pennsylvania who possesses appropriate experience in evaluating student performance.
3. A nonpublic school teacher or administrator with at least two years of experience within the past 10 years in a Pennsylvania public or nonpublic school who possesses appropriate experience in evaluating student performance.
4. The written evaluation must certify that "an appropriate education is occurring" and the submitted along with the portfolio to the Superintendent or Director of Special Education & Student Services.

LOAN OF MATERIALS

- ☐ If requested, the Southern Lehigh School District will lend you student textbooks and other curricular materials appropriate to the student's grade level. We will also provide you with a copy of the district's objectives and activities for a particular grade, if requested. You are not under any obligation to follow the district's curriculum.

STUDENTS WITH DISABILITIES

- ☐ The home education program for a student with disabilities must address the specific needs of the exceptional student and be approved annually.
- ☐ The parent/guardian must obtain program approval by a licensed clinical or certified school psychologist, or the approval of a Special Education teacher with a valid certificate from the Commonwealth of Pennsylvania.
- ☐ Written notice of such approval must be submitted annually with the notarized affidavit.
- ☐ You may request the Southern Lehigh School District or the Carbon Lehigh Intermediate Unit provide special services that address the specific needs of the exceptional student. However, these services must be provided in the public schools.

QUESTIONS

- ☐ Call the Director of Special Education & Student Services at 610-282-3121.

AFFIDAVIT OF THE SUPERVISOR OF A HOME EDUCATION PROGRAM

To the Superintendent of the Southern Lehigh School District:

1. I attest that I, _____, am the parent, guardian or legal custodian
(name of supervisor)

of _____ who was born on _____
(name of student) (date of birth)

current grade level _____.

That I am the supervisor of the home education program and am responsible for the provision of Instruction in the home education program, and that I have earned a high school diploma or its Equivalent evidence of which is attached.

The address the program will be conducted at _____.

The phone number at this site is _____.

2. I attest that the home education program will be in compliance with the Public School Code.

3. I attest that the subjects listed in paragraph four (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. 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; art.

5. I attest that the education objectives in the homeschooling program are by subject area as attached to this affidavit. (attach objectives).

6. I attest that _____, (student name) has been immunized against the following disease and I have attached evidence thereof:

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

7. I attest that _____, (student name) has received the health and medical services required by Articles 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 be given by methods established by the state's Advisory Health Board, an annual vision test, a hearing 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 & 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 and no person having legal custody of _____
_____ (student name) has been convicted within five years of today's date of any of
the following offenses under Title 18 of the Pennsylvania Consolidated Statutes

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault).
Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 3121 (relating to rape).
Section 3122 (relating to statutory rape).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4303 (relating to concealing death of a child born out of wedlock).
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).
Section 6301 (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).

9. I understand that the prescribed information must be supplied prior to the commencement of a home
education program and annually thereafter.

Supervisor's Signature

Attachments:

Evidence of a high school diploma or equivalent
Education objectives by subject matter
Evidence of immunization
Evidence of health and medical services

Subscribed before me this day _____.

NOTARIZATION

AFFIDAVIT OF THE SUPERVISOR OF A HOME EDUCATION PROGRAM

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1. I attest that I, _____, am the parent, guardian or legal custodian
(name of supervisor)
of _____ who was born on _____
(name of student) (date of birth)
current grade level _____.

That I am the supervisor of the home education program and am responsible for the provision of Instruction in the home education program, and that I have earned a high school diploma or its Equivalent evidence of which is attached.

The address the program will be conducted at _____.

The phone number at this site is _____.

2. I attest that the home education program will be in compliance with the Public School Code.

3. I attest that the subjects listed in paragraph four (4) below will be offered in the English language for a minimum of 180 days of instruction or a minimum of 990 hours.

4. I attest that 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; 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.

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Attachments:

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Education objectives by subject matter
Evidence of immunization
Evidence of health and medical services

Subscribed before me this day _____.

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Student Services
5775 Main Street
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To the Parent/Guardian:

The Family Educational Rights and Privacy Act of 1974 (Sec. 513 of the Education Amendments of 1974, P.L. 93-380) governs access to student records by parents, students and other persons. Therefore, it is necessary to have the written consent of parents/guardians of students under 18 years of age, or the student if 18 or over, for school records to be released to any person or agency outside the school. The form below is for this purpose.

I hereby grant permission that the school records of (Student's name) _____
Student's date of birth _____, grade _____, which are required by law may be released
to Andria Deatline Buchman, Southern Lehigh School District, 5775 Main Street, Center Valley, PA 18034, by:

(person/agency to whom records are to be released from)

(address)

with the understanding that such records may not be made available to any person or agency other than the one specifically named herein.

Date

Signature (of parent or guardian of student under 18, or student if 18 or older)

SUPERVISOR'S HOMESCHOOLING CHECKLIST

FILING THE AFFIDAVIT

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As homeschooling supervisor, you the parent/guardian **must maintain a portfolio** of records and materials, including:

- ☐ A contemporaneous log of instructional activity which identifies, by title, reading and textbooks materials used by the home educator.
- ☐ Samples of the student's writings, work sheets, or creative materials. A large 3-ring binder works well.
- ☐ The result of a standardized or state-wide achievement test for each student in grades three, five, and eight. See SC 1327.1 (1) for state approved tests. The test may not be administered by the parent/guardian.

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You must choose one of the following to review the portfolio, interview your child, and submit a written evaluation at the conclusion of each public school year to the Superintendent or Director of Special Education & Student Services:

1. A Licensed Clinical or School Psychologist.
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QUESTIONS

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REVISÉD: June 9, 2015

<p>Replaces policy 5112.2</p>	<p align="center">137. HOME EDUCATION/HOME SCHOOLING PROGRAMS</p>
<p>1. Authority SC 1327, 1327.1</p>	<p>The Board shall approve a program of home education, pursuant to the School Code, permitting students to study at home in accordance with the Board policy.</p>
<p>2. Definition SC 1327.1 (a)</p>	<p>Home Education Program - a program conducted in compliance with the School Code by the parent or guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of this law.</p>
	<p>Department shall mean the Department of Education of the Commonwealth.</p>
	<p>Supervisor - the parent or guardian or person having legal custody of a child who shall be responsible for providing 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 - 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.</p>
<p>3. Guidelines SC 1327.1 (b) (1)</p>	<p><u>Eligibility/Affidavits</u></p> <p>A notarized affidavit of the parent or guardian or person having legal custody of the child shall be filed prior to commencement of the home education program and annually thereafter on August 1 with the Superintendent of the school district. The affidavit shall set forth:</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.

Pol. 203, 209	<p>3. Address and telephone number of the home education program site.</p> <p>4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.</p> <p>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.</p>
SC 111	<p>The affidavit shall contain 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 within five years immediately preceding the date of the affidavit.</p>
SC 1327.1 (b) (2)	<p><u>Transfers</u></p> <p>When a home education program site is relocating to another school district within the Commonwealth, the supervisor of the home education program must apply, by registered mail, thirty (30) days prior to the relocation, 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 Superintendent will issue the letter of transfer no later than thirty (30) days after receipt of the registered mail request of the home education program supervisor. If the home education program is not in compliance with Section 1327.1, the Superintendent will inform the home education supervisor and the Superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer. If the home education program is in hearing procedures, the Superintendent will inform the home education supervisor, the assigned hearing examiner and the Superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer. The letter of transfer must be filed by the supervisor of the home education program with the Superintendent of the new district of residence. In the case of pending proceedings, the new district of residence Superintendent shall continue the home education program until the appeal process is finalized.</p> <p><u>Program</u></p> <p>A student who is enrolled in a home education program shall be deemed to have met the 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.</p>

<p>SC 1327.1 (1)</p> <p>SC 1327.1 (2)</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 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; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires.</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 required by the State Board of Education.</p>
<p>SC 1327.1 (1)</p>	<p><u>Requirements of Supervisor</u></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, 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 nationally normed standardized achievement tests in reading, language arts and mathematics or results of statewide tests administered in these grade levels.</p> <p>For each child in grades three, five and eight, or the results obtained on a "nationally-normed standardized achievement test" approved by the Department for home school supervisors to choose. The supervisor shall ensure that the nationally normed standardized tests or the statewide tests are not administered by the child's parent or guardian. The Department has approved seven (7) nationally normed standardized tests for home school use. They are:</p> <ol style="list-style-type: none"> 1. Iowa Test of Basic Skills. 2. Terra Nova Test (used by Southern Lehigh). 3. Stanford Achievement Test. 4. Metropolitan Achievement Test. 5. Science Research Associates.

	<p>6. Comprehensive Test of Basic Skills.</p> <p>7. Comprehensive Testing Program (CTPII).</p> <p>8. Wide Range Achievement Test.</p> <p>9. A Peabody Individual Test.</p> <p>At the request of the supervisor, the Southern Lehigh School District will administer an achievement test to the student, in a school classroom along with other students who are being tested.</p>
SC 1327.1 (e) (l) (i), (ii)	<p><u>Evaluation Requirements</u></p> <p>A teacher or administrator who evaluates a portfolio at the elementary level or secondary level shall meet the requirements established in the School Code.</p>
SC 1327.1 (f)	<p><u>Loan of Instructional Materials</u></p> <p>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.</p>
SC 1327.1 (f.1)	<p><u>Participation pursuant to school athletics, publications and organizations</u></p> <p><u>The district shall permit a child who is enrolled in a home education program to participate in any activity that is subject to the provisions of section 511, including, but not limited to, clubs, musical ensembles, athletics and theatrical productions, provided that the child:</u></p> <p>(i) <u>Meets the eligibility criteria or their equivalent for participation in the activity that apply to students enrolled in the school district;</u></p> <p>(ii) <u>Meets the tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district; and</u></p> <p>(iii) <u>Complies with all policies, rules and regulations or their equivalent of the governing organization of the activity.</u></p> <p><u>For this subsection, the district's program of interscholastic athletics, including varsity sports, shall be considered an activity and shall include all activities related to competitive sports contests, games, events or exhibitions involving individual students or teams of students whenever such activities occur between schools within the district or between schools outside of the district.</u></p> <p><u>Where the activity requires completion of a physical examination or medical test as a condition of participation and the district offers such physical examination or medical test to students enrolled in the school district, the district shall permit a child</u></p>

	<p><u>who is enrolled in a home education program to access such physical examination or medical test. The district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible Internet website.</u></p>
SC 1327.1 (h.1)	<p><u>Evaluation documentation</u></p> <p><u>An evaluator's certification stating that an appropriate education is occurring for the school year under review shall be provided by the supervisor to the superintendent of the public school district of residence by June 30 of each year. If the supervisor fails to submit the certification due on June 30 to the superintendent, the superintendent shall send a letter by certified mail, return receipt requested, to the supervisor of the home education program, stating that the certification is past due and notifying the supervisor to submit the certification within ten (10) days of receipt of the certified letter. If the certification is not submitted within that time, the board of school directors shall provide for a proper hearing in accordance with subsection (k).</u></p>
SC 1327.1 (i.1)	<p><u>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, requiring that an evaluation be conducted in accordance with subsection (e)(2) and that an evaluator's certification stating that an appropriate education is occurring the school year under review, be submitted to the district by the supervisor within thirty (3) 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 in subsection (e)(1), 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 in accordance with subsection (k).</u></p>
SC 1327.1 (j.1)	<p><u>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 superintendents' reasonable belief. If the certification is not submitted within thirty (30) days of receipt of the certified letter, the board of school directors shall provide for a proper hearing in accordance with subsection (k).</u></p>

	<p><u>Right of Hearing</u></p> <p>SC 1327.1 (k) If a hearing is required by the provisions of subsection (h.1), (i.1) or (j.1), the board of school directors 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 except that 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 of the home education program or the superintendent to the Secretary of Education, Commonwealth Court or court of common pleas.</p> <p>SC 1327.1 (l) If the hearing examiner finds that the evidence does not indicate that appropriate education is taking place in the home education program, the home education program for the child shall be out of compliance with the requirements of this section and section 1327, and the student shall be promptly enrolled in the public school district of residence or a nonpublic school or a licensed private academic school. The home education program may continue during the time of any appeal.</p> <p>At such time as the child's home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program shall be ineligible to supervise a home education program for that child for a period of twelve (12) months from the date of such determination.</p> <p><u>Graduation Requirements</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>
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SC 1327	<p>The school district is under no obligation to award a diploma or acknowledge completion of a student's education in a home education program.</p> <p><u>Handicapped Students</u></p> <p>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 education certificate from the Commonwealth to teach special education, or a licensed clinical or certified school psychologist. Written notice of such approval must be submitted with the required affidavit.</p> <p>The supervisor may request that the school district or intermediate unit of residence provide services that address the exceptional student's specific needs.</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><u>Cooperation</u></p> <p>In the school district's view, friendly cooperation between the supervisor and the Southern Lehigh School District is in the best interest of the children. The school district will allow home schooled children to take the nationally normed tests that it gives to its students every year and to use the school libraries. Also, supervisors must see that their child receives the same health tests, as Article 14 of the School Code requires of public school children. The school district extends to supervisors of home school programs the opportunity to have their home-schooled children participate in the district's health program.</p> <p>Students involved with Home Education Instruction will be permitted to participate in co-curricular and extra-curricular activities if dually enrolled in the School District. Home-educated students may not participate in curricular programs, including those offered at the Lehigh Career and Technical Institute. Students participating on school sports teams must demonstrate academic eligibility. The Supervisor and the student are to assume all responsibility for transportation to and from school activities and event departures and for the communications necessary to maintain regular attendance at scheduled meetings and events.</p>
<p>School Code 1327 1327.1</p>	<p>While participating in any school program, such as those listed above, the home-schooled student(s) and parents must follow the discipline policies and any other relevant policies of the Southern Lehigh School District.</p>