

Shippensburg Area School District Homeschooling Packet



Contact Lori Bigham
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ENROLLMENT REQUIREMENTS

1. Affidavit– completed, signed and notarized
2. List of educational goals/objectives
3. Student’s health records (or transferred within our district)

Important:

You cannot withdraw your child from school until all of your homeschooling paperwork is complete and turned into the Director of Curriculum’s office.

Dates to remember:

June 30th – Deadline to turn in evaluator’s report

August 1st – Deadline to turn in educational goals/objectives and affidavit for the new school year

Borrowing books:

If you plan on borrowing books from the district, you will need to contact the Guidance Office at your child’s respective building before the end of school. Books cannot be compiled once school has ended for the year.

Moving out of the Shippensburg Area School District – 30 day notice:

A Letter of Transfer will need to be written if you are planning to move out of our school district, prior to your leaving, in order to be in compliance with the home education law with your new school district.

FREQUENTLY ASKED QUESTIONS

When do I need to file an affidavit?

You must file a notarized affidavit for each child you will be homeschooling when he or she is between the ages of 6 to 18. (24P.S. 13-1326 – Compulsory School Age) You must file an affidavit when you begin the home education program and annually thereafter by August 1st.

May I begin homeschooling during the year?

Yes, the law allows a supervisor to file an affidavit at any time during the school and annually thereafter by August 1st as long as the home education program continues.

Do I have to file an evaluator’s reports the year my child turns 18?

Home education is a way of fulfilling the requirements for compulsory attendance and students must attend school until the day of their 18th birthday. Therefore, the supervisor of the home school education program must provide an evaluator’s report for at least the period of time the student is age 17 up to the day prior to their 18th birthday. This is to ensure there is no question as to whether the student has fulfilled the compulsory education requirements.

What are the requirements and duties of an evaluator?

An evaluator of the home education program is to be a teacher certified to teach in the public schools of Pennsylvania, a certified psychologist, a licensed psychologist, or a nonpublic school administrator or teacher with particular experience. The evaluation shall consist of; an interview of the child, a review of the portfolio required, and certify whether an appropriate education is occurring.

How does a homeschooled child receive a high school diploma?

School districts **do not** issue diplomas in home education programs. Students may receive a diploma from a homeschool organization or complete the GED and receive a Commonwealth Secondary Diploma. Students may also complete 1 year or 30 semester hours at an accredited postsecondary institution and submit the information to PDE to receive a Commonwealth Secondary Diploma.

HOMESCHOOLING RESOURCES

Mason-Dixon Homeschoolers

www.mdhsa-pa.org

32 W. Main Street, #5

Waynesboro, PA 17268

717-749-5767 or 717-925-0585

Pennsylvania Home Educators Association

www.phea.net

Pennsylvania Homeschoolers

www.pahomeschoolers.com

Pennsylvania Homeschoolers Accreditation Agency

www.phaa.org

SAMPLE OBJECTIVES

The Pennsylvania Homeschool Provisions Act 169 requires an outline of “proposed educational objectives” to be filed each year, for each student. You are not required to give a long specific list of everything you plan to teach that year. You can simply list 1-3 general objectives for each subject, and they do not necessarily have to change each year.

Below is a list of the subjects required by law to be taught each year with a list of sample objectives.

Elementary level subjects required by law:

- English, including Spelling, Reading, Writing
- Arithmetic
- Science
- Geography
- History of the United States and Pennsylvania
- Safety Education, including dangers and prevention of fires
- Health
- Physical Education
- Music
- Art

Secondary level subjects required by law:

- English, including Language, Literature, Speech, Composition
- Mathematics, including General Mathematics, Algebra, Geometry
- Science
- Geography
- Social Studies, including Civics, World History, History of the United States and Pennsylvania
- Safety Education, including the dangers and prevention of fires
- Health
- Physical Education
- Music
- Art

Optional Secondary Subjects:

- Economics
- Biology
- Chemistry
- Foreign Languages
- Trigonometry

TESTING REQUIREMENTS

Students in grades 3, 5 or 8 must be given a nationally normed standardized achievement test or the Pennsylvania State Test, PSSA, in reading/language arts and mathematics. The results of these tests must be in their portfolios.

Pursuant to subsection (e) (1), the Department has approved ten nationally normed standardized tests for homeschool use.

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|--|---|
| California Achievement Test | Peobody Individual Test |
| Comprehensive Test of Basic Skills | Stanford Achievement Test |
| Comprehensive Testing Program (CTPIII) | Tera Nova |
| Iowa Test of Basic Skills | Wide Range Achievement Test |
| Metropolitan Achievement Test | Woodcock Johnson Revised Tests of Achievement |

Local Achievement Test Supplier:

Shalom Christian Academy
126 Social Island Road
Chambersburg, PA 17202
shalom@shalom.k12.pa.us
Phone: 717-375-3223
Fax: 717-375-2224

Mail Away Test Service:

Seton Testing Services
1350 Progress Drive
Front Royal, VA 22630
www.setontesting.com
1-800-542-1066

PENNSYLVANIA DEPARTMENT OF HEALTH - SCHOOL IMMUNIZATION REGULATIONS

Current regulations ensure that Pennsylvania school children are immunized against diseases which spread easily in schools and interrupt school like and learning for individuals and groups. Regulations apply to children in public, private, parochial, and non-public schools (including vocational schools, intermediate units, special education and home education programs, cyber schools and charter schools) in the Commonwealth.

Children in kindergarten through 12th grade are required to have the following vaccines:

- 4 doses of tetanus, diphtheria and pertussis*
- 4 doses of polio
- 2 doses of measles, mumps and rubella**
- 3 doses hepatitis B
- 2 doses of varicella or evidence of immunity

Children entering 7th grade must have the following vaccines:

- 1 dose tetanus, diphtheria and pertussis*
- 1 dose of meningococcal conjugate vaccine (MCV)

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| *usually given DtaP **usually given as MMR |
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Children entering 12th grade must have the following vaccines:

- 1 dose of meningococcal conjugate vaccine (MCV)

Health services are provided for public school students as mandated by Article XIV of Pennsylvania Public School code. These services are available to students enrolled in the Home Education Program at the request of a parent or guardian.

Routine health services include:

Grades K-12

- Vision
- Growth Measurement (height & weight)

Grades K, 1, 2, 3, 7, 11

- Hearing Screening

Grades 6, 7

- Scoliosis Screening

Grades K, 6, 11

- Medical Exam and Comprehensive Appraisal of Health – may be complete by school or family physician

Grades K, 3, 7

- Dental Exam – may be completed by school or family dentist

EVALUATOR RESPONSIBILITIES

The law requires that a homeschool portfolio be evaluated before it is submitted to the superintendent of schools by June 30. See [24 P.S. § 13-1327.1 \(e\)](#). The student's portfolio should be reviewed and the student interviewed by an evaluator.

Evaluators often have a number of portfolios they review. It is wise to identify an evaluator very early in the school year and schedule an appointment with the person who will evaluate your portfolio(s) to ensure that the portfolio is not late in being submitted to the school district. It is the responsibility of the parent to pay for any charge by evaluators for this service.

Responsibilities

The evaluation of the student's educational progress must be annual and written. The evaluation must be based on an interview of the child and a review of the portfolio and accompanying documentation. The evaluation must certify whether or not an appropriate education is occurring and this report from the evaluator must be included in the documentation submitted to the superintendent of schools by June 30.

In order to demonstrate that appropriate education is occurring, the supervisor of the home education program shall provide and maintain on file an annual written evaluation of the student's educational progress by a qualified evaluator for each student enrolled in the home education program.

This evaluation shall consist of:

- 1) An interview of the child
- 2) A review of the portfolio required in 24 P.S. 13-1327.1(e)(1)
 - a. A log, made contemporaneously with the instruction, which designates by title the reading materials
 - b. Samples of any writing, worksheets, workbooks or creative materials used or developed by the student
 - c. In at least grades 3, 5, & 8 results of a national normed standardized test in Reading/Language Arts and Mathematics
- 3) Certify whether or not an appropriate education is occurring

Qualifications

There are a number of avenues for individuals to qualify to be evaluators for home education programs. The possibilities are delineated in [24 P.S. § 13-1327.1 \(e\)](#).

1. Licensed clinical psychologist
2. School psychologist
3. Pennsylvania certified teacher with two years grading experience at the level they evaluate (K-6 and/or 7-12)
4. Nonpublic school teacher or administrator with two years PA teaching experience within the last 10 years at the level they evaluate (K-6 and/or 7-12)
5. Persons with other qualifications, with the consent of the superintendent of the district of residence

NOTE: The supervisor or the spouse of the supervisor of the home education program is not allowed to be the evaluator for their home education program, regardless of any qualifications.

Teaching experience is defined in [24 P.S. § 13-1327.1 \(e\)](#) as:

(i) A teacher or administrator who evaluates a portfolio at the elementary level (grades kindergarten through six) shall have at least two 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.

(ii) A teacher or administrator who evaluates a portfolio at the secondary level (grades seven through twelve) shall have at least two 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.

(iii) As used in this clause, the term "grading" shall mean evaluation of classwork, homework, quizzes, classwork-based tests and prepared tests related to classwork subject matter.

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| Book | Policy Manual |
| Section | 100 Programs |
| Title | Home Education Program |
| Number | 137 |
| Status | Active |
| Adopted | March 22, 1993 |
| Last Revised | April 25, 2016 |

Authority

Home education programs for students residing in the school district shall be conducted in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Home Education Program - a program conducted in compliance with law by the parent/guardian, or such person having legal custody of the child or children. A home education program shall not be considered a nonpublic school under the provisions of law.[\[2\]](#)

Supervisor - the parent/guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

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.

Appropriate Education - a program consisting of instruction in the required subjects for the time required in law and in which the student demonstrates sustained progress in the overall program.

Delegation of Responsibility

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

Guidelines

Notarized Affidavits

A notarized affidavit of the parent/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 1 with the Superintendent 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 a 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.[\[2\]](#)

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.[\[2\]](#)

Students With Disabilities

A home education program meets the compulsory attendance requirements for students with a disability only when the program addresses the specific needs of the student and is approved by a licensed clinical psychologist or a certified school psychologist or a teacher with a valid Pennsylvania certificate to teach special education.[\[1\]](#)

Written notice of such approval must be submitted with the required affidavit.

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 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 with 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 non-public 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.[\[2\]](#)

Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

[24 P.S. 111](#)

[22 PA Code 11.33](#)

Pol. 203

Pol. 209

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| Book | Policy Manual |
| Section | 100 Programs |
| Title | Extracurricular Participation by Home Education Students |
| Code | 137.1 |
| Status | Active |
| Adopted | October 28, 2019 |

Authority

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the conditions stated in Board policy.[1][2][3][4][5]

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if s/he was enrolled in the school district.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.[5][6]

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the school district.
2. Meet the required eligibility criteria.[3][4]
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]
4. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.[3][4][7]
5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization.[1][2]
6. Meet attendance and reporting requirements established for all participants of the activity or program.[6]
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.[2][4]
8. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.

If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, home education students shall not be eligible to participate in such activities with the exception of band, chorus and orchestra. Exceptions can be made on a case-by-case basis at the discretion of the Superintendent. Students must be registered and emergency contact information on file with the district. Transportation must be provided by parents/guardians.

Delegation of Responsibility

The building principal or designee shall ensure that home education students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.

The building principal or designee shall receive and review verification from the parent/guardian that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

The building principal or designee shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.

Legal

1. 24 P.S. 511
2. 24 P.S. 1327.1
3. Pol. 122
4. Pol. 123
5. Pol. 137
6. Pol. 204
7. Pol. 218



Shippensburg Area School District Homeschooling Registration

Date _____

Student's name: _____

Birthdate: _____ Age: _____ Grade: _____

Supervisor's name: _____ must be a parent/legal guardian with a high school diploma

Home address: _____

Email address: _____ Phone # _____

Proof of residency: _____ only needed if student is new to SASD

School district previously attended: _____

Has student been withdrawn from previous district? Yes or No If so, date: _____

If SASD school, reason for homeschooling: _____

Notified transportation department if a current SASD student: Yes or No

Borrowing books: Yes or No (if yes, fill out required form when picking up books)

Date affidavit received: _____

Date goals/objectives received: _____

Date health records/exempt form received: _____

Does the student have an IEP? Yes or No (if yes) Is there a signed NOREP? Yes or No

Start date for homeschooling: _____

Additional notes:
