



The Laboratory Charter School of Communication and Languages

Policy Home Education Programs Resolution # 032020247

Authority

Home Education Programs for students of compulsory school age residing in the school District shall be conducted in accordance with state law and regulations.

Definitions

For purposes of this policy, the following definitions shall apply:

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.

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.

Home Education Program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A Home Education Program shall not be considered a nonpublic school under the provisions of law.

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.

Delegation of Responsibility

The CEO or the CEO's designee shall develop and distribute notes for registering and monitoring Home Education Programs.

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 CEO or the CEO's designee setting forth the information required by law.

Instructional Program

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

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.

Student Portfolio and Evaluations

For each student participating in the Home Education Program, the Supervisor shall:

1. Maintain a portfolio of records and materials.
2. Provide an annual written evaluation of the student's educational progress.

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.

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.

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.

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 CEO or the CEO's designee by June 30 of each year.

If the Supervisor fails to submit the certification, the CEO or the CEO's designee shall send a letter to the Supervisor notifying the Supervisor that the Supervisor has ten (10) days to submit the certification.

If the CEO or the CEO's designee has a reasonable belief at any time during the school year that appropriate education may not be occurring in the Home Education Program, the CEO or the CEO's designee 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 CEO or his/her designee's reasonable belief.

If the CEO or the CEO's designee has a reasonable belief that the Home Education Program is out of compliance, the CEO or the CEO's designee 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 CEO or the CEO's designee's reasonable belief.

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.

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.

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.

Appeal

Either the Supervisor or CEO or the CEO's designee 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.

Transfers

If a Home Education Program is relocating to another Pennsylvania school District, the Supervisor must request from the CEO or the CEO's designee a letter of transfer for the Home Education Program.

The request must be made by registered mail thirty (30) days prior to relocation.

The CEO or the CEO's designee shall issue the letter of transfer within thirty (30) days after receipt of the Supervisor's registered mail request.

The Supervisor shall file the letter of transfer with the CEO or the CEO's designee of the new District of residence.

If a Home Education Program is out of compliance, the CEO or the CEO's designee shall inform the home education Supervisor and CEO of the new District of residence of this status and the reason for denial of the transfer letter.

If a Home Education Program is in hearing procedures, the CEO or the CEO's designee shall inform the home education Supervisor, hearing examiner and CEO of the new District of residence of this status and the reason for denial of the transfer letter.

If the CEO or the CEO's designee is informed of pending proceedings related to a Home Education Program relocating to the District, she/he shall continue the Home Education Program until the appeal process is finalized.

Revised: August 2025