

Wachusett Regional School District

Homeschooling Application Packet

Dear Parent/Guardian:

Thank you for your request of a homeschooling packet. Please find the following materials enclosed in this mailing:

- ▶ Notice of Intent to Pursue a Program of Home Education
- ▶ Wachusett Regional School District Home Education Procedures
- ▶ Policy 3890 *Policy Relating to Education* *Home School Education*
- ▶ “Guidelines for Home Schooled Children Who Wish to Receive Credits toward Graduation at Wachusett Regional High School”

If you have questions or concerns, please do not hesitate to contact:

Wachusett Regional School District Central Office
Attention: Director of Social Emotional Learning
1745 Main Street, Jefferson, MA 01522

Phone: (508) 829-1670 ext. 237

Enclosures

Notice of Intent to Pursue a Program of Home Education

Please complete this form, attach any additional information, and forward to:

Wachusett Regional School District
Attention: Director of Social Emotional Learning
1745 Main Street
Jefferson, MA 01522

This completed packet should be submitted prior to starting the home education program. Expect a response from the Superintendent or designee before the first day of the new school year, or within 5-7 days if submitted after the start of the school year. If this process is initiated during the school year, the student must remain in school until the school district and the parents/guardians agree jointly to the home education plan.

Contact Information

Parent/Guardian: _____

Address (street/PO box, city and zip code):

Phone (primary): _____ Phone (alternate): _____

E-mail address: _____

Home Education Program Start Date _____ Finish Date _____

Student Name _____ Age _____ DOB _____ Grade _____

I give permission to the Wachusett Regional School District to share demographic information (name, address and date of birth) with state agencies when requested for census purposes.

Parent/Guardian Date: _____

On a separate page, please describe the following:

- A. The instructional program to be taught, including subjects and instructional aids to be used, as well as hours of instruction.
Please be sure to include the 5 required subject areas listed below:
English Language Arts (ELA), Math, Science, Social Studies, Physical Education
- B. The academic background, life experience and/or qualifications of those who will be instructing as they relate to the program described in section A
- C. The method to be used for end-of-year reporting
 - a. Progress reports, portfolios, dated work samples, OR
 - b. An independent report prepared by a certified teacher of the parent's/guardian's choice or some other person approved by the Superintendent, OR
 - c. Standardized testing or program review with the Superintendent or designee, OR
 - d. Any other method agreed to by both the Superintendent and the home educator.

The suggested submission date for end-of-year reports is July 1st, annually.

Upon review of the home education plan, a letter will be sent to the parent/guardian within 15 working days or before the opening of the new school year. A parent/administrative conference may be scheduled if necessary.

“Failure of a home educator to abide in good faith by the procedures outlined above may result in the School Committee taking action under Massachusetts General Law Chapter 76, sections 2 and 4, upon the recommendation of the Superintendent. CHINS proceedings pursuant to Massachusetts General Law Chapter 119, section 21 will not be invoked for any child pursuing a home education program.”

Ref: MGL, Chapter 76, Sections 1, 2 and 4; Charles Decision

The following signature confirms intent to provide a minimum of 900 hours of instruction for elementary grades and 990 hours of instruction for secondary grades (Student Learning Time Regulations, 603 CMR 2704).

Signature of Parent/Guardian _____ Date _____

For more information, contact:

**Director of Social Emotional Learning
Wachusett Regional School District
1745 Main St.
Jefferson, MA 01522**

Phone: 508-829-1670 ext. 237

GUIDELINES FOR HOME SCHOOLED CHILDREN WHO WISH TO RECEIVE CREDITS TOWARD GRADUATION AT WACHUSETT REGIONAL HIGH SCHOOL

The following guidelines, which detail how homeschooled children may receive credits toward graduation for the work they have done during their high school years, are provided for students who may wish to change from Home Schooled status and enroll at the high school as full-time students.

Students who meet all of the course and credit requirements to be considered a graduate must attend Wachusett Regional High School on a full-time basis for at least two semesters in order to receive a Wachusett Regional High School diploma.*

The guidelines below refer to students who are home schooled at any time during their high school years.

- 1) Students may take a course(s) at a local college or through an approved correspondence course -- in addition to or in place of many courses at the high school. Course work must be pre-approved, in writing, by the student's counselor. At the time of pre-approval, the counselor will also indicate the number of credits the student will receive for each course upon the high school's receipt of official documentation that the course(s) has (have) been successfully completed and credit has been awarded.
- 2) Students may also take courses at home which are pre-approved, in writing, by the student's counselor and the district's curriculum specialist under whose discipline the coursework falls. In such cases, pre-approval will be based on the course's syllabus. At the time of pre-approval, the counselor will also indicate the number of credits the student will receive upon successful completion of the course. Upon completion of the course, the curriculum specialist will make a determination as to whether or not the course has been successfully completed. This will be dependent upon the specialist's review of the assessments provided (e.g., tests, research papers, etc.) and the passing of a final examination, developed by and corrected by the appropriate curriculum specialist.
- 3) In the case of physical education, students must satisfy this requirement in grades 9, 10 and 11 by keeping a log, indicating the date, length of time, and physical activity (i.e., skiing, swimming, tennis, etc.) in which the student is involved, and submitting that log, as documentation, to the district's appropriate curriculum specialist. Seventy-five hours of documented physical activity, pre-approved by the appropriate curriculum specialist, must be completed for each grade listed above. Although no credits toward graduation will be earned, the physical education requirement in each year that the above requirement is met will be satisfied.

To complete the grade 12 requirement, 37 1/2 hours of a planned activity, under the direction of a qualified instructor and pre-approved, in writing, by the appropriate curriculum specialist, must be successfully completed and documented. In doing so, 1 1/4 credits will be awarded towards graduation and the grade 12 physical education requirement will be satisfied.

For further information, please contact the School Counseling Department at Wachusett Regional High School.

*Exceptions can be made at the discretion of the high school principal in cases of extenuating circumstances.

Home Education Procedures

The Wachusett Regional School District Committee (WRSDC) recognizes and respects the right of the parents or guardians to educate their child/children at home. The School Committee appreciates the personal and cultural uniqueness of each family and desires to ensure that the process by which school officials approve and review home education programs is both lawful and equitable. Therefore, the following home education procedures have been established:

Parent(s) or guardian(s) planning to undertake a home education program for their child/children between their sixth and sixteenth birthday shall inform the Superintendent.

Home education programs shall be considered in an equitable, and timely manner. Factors that may be considered by the Superintendent in deciding whether or not to approve a home education proposal are:

1. An overview of the educational program that is to include subjects and instructional materials. In order to meet the specific educational needs of their child/children, the parent(s) or guardian(s) may adjust the material to achieve the goals of the educational program without further notification to the Superintendent's office.
2. The academic background, life experiences and/or other qualities of those who will be instructing the child/children, as they relate to the educational program. Home educators need not be certified teachers nor have any diplomas or degrees.
3. A statement that meets the State's requirements for Time and Learning (900 hours for elementary, 990 hours for secondary) and establishes the instructional hours that will be provided.
4. A proposal regarding a process for an end-of-year review.
5. A mutually agreeable method of assessment which corresponds to the type of educational program being followed and may include one or more of the following:
 - a. Daily logs, journals, progress reports, portfolios or dated work samples
 - b. An independent report made by someone acceptable to both Superintendent and parent(s) or guardian(s)
 - c. Standardized test results
 - d. Consultation with the Superintendent or Designee
 - e. Any other method agreed to by both Superintendent and home educator(s)

A student being educated in a home-based program within the District shall be informed of, and have access to, public school activities of either a curricular or extracurricular nature. Arrangements for such participation are to be in accordance with the generally accepted scheduling procedures of the schools.

Administrators are encouraged to give all due assistance to home education families in their efforts to provide appropriate information concerning their home education program. Parent(s) or guardian(s) are entitled to all due process rights with regard to this policy and with regard to any procedures followed and actions taken. During any resolution process, the parent(s) or guardian(s) may continue, but not commence, the education of their child/children at home.

Legal Ref: M.G.L. 69:1D; 76:1, Care and Protection of Charles

For more information, contact:

Director of Social Emotional Learning
Wachusett Regional School District
1745 Main St. Jefferson, MA 01522
508-829-1670 Ext. 237

POLICY RELATING TO EDUCATION

HOME SCHOOL EDUCATION

The Wachusett Regional School Committee recognizes and respects the right of parent(s)/guardian(s) to educate their child(ren) at home. The School Committee appreciates the personal and cultural uniqueness of each family and the committee desires to ensure that review and confirmation of home education programs is both lawful and equitable.

The Superintendent/designee shall approve a home education program subject to the following:

1. Approval of the program is obtained in advance.
2. The parent(s)/guardian(s) will submit to the Superintendent/designee plans relative to:
 - A. the description of program offerings;
 - B. the assessment process which may include a portfolio, certified teacher's report, norm-referenced test results, or any other agreed upon method;
 - C. the general qualifications of home instructors;
 - D. the Superintendent/designee shall respond in writing to the parental submission within 15 working days of receipt.
3. The Superintendent/designee will permit home education students to participate in the annual achievement test battery.
4. Every effort will be made to work cooperatively with home education parent(s)/guardian(s) for the educational success of the child(ren). If the Superintendent/designee determines that a home education program is inadequate, the parent(s)/guardian(s) shall be notified in writing of reasons for concern. A conference will be scheduled with the parent(s)/guardian(s) and the Superintendent/designee to find mutually acceptable ways to correct any deficiencies. The parent(s)/guardian(s) may have representatives at the conference. If the deficiencies are not corrected in a timely manner, the Superintendent may reject the proposal with detailed reasons and may make referrals as deemed appropriate.
5. Parent(s)/guardian(s) who wish their child(ren) to participate in regularly scheduled activities must meet the standards for participation and must be registered with the building principal.

First Reading: 08/21/95

Second Reading: 09/11/95

WRSDC Policy 3890