

HOME-BASED EDUCATION APPLICATION/CONTRACT

Directions:

1. Please completely read this application/contract for home-based education.
 2. Complete this form, attach any supportive documents, and forward it to the Director of Curriculum & Instruction, 1029 North Road – Unit 22-23, Westfield, MA 01085 at least 30 days prior to the planned start of a home education program.
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1. **Parent(s) name(s) and address:** _____

Telephone _____

2. **Name(s) of student(s)** who will be taught at above designated home, the current comparable public school grade level(s); and date of birth.

Name _____ Grade _____ Date of Birth _____

Name _____ Grade _____ Date of Birth _____

3. **Academic year** for which approval is sought: _____

Home-Based Education Plans are approved for the current academic year only.

4. **Teachers:** Attach a statement providing the following information about any persons who will serve as teachers in this program:
Name, teaching responsibility, college degrees (if any), college major and minor, past teaching experience (if any) and any other evidence to describe teaching competence for the task to be assigned.
5. **Subjects to be taught:** Attach a description of each subject to be taught including:
The content, major goals and objectives for the child, the materials and methods to be used in each area.
6. **Schedule of Instruction:** Attach a description of the schedule for instruction during the period for which approval is requested, including the number of hours and days planned. (The Commonwealth of Massachusetts requires 900 hours of instruction for elementary students and 990 hours for secondary students).
7. **Evaluation:** Attach a statement describing the tests or measurements that you plan to use to evaluate your child's educational growth during this period. If this home education plan is approved, the School Department will expect to review a periodic evaluation of the child's progress and may set guidelines and standards for the purpose of insuring the evaluation of reasonable educational progress. Documentation may include records of tests and quizzes, a copy of standardized test scores, grade transcripts or any other suitable records of achievement.

HOME EDUCATION OF STUDENTS

The School Committee recognizes the right of parents to provide a home educational alternative to public school for their child. This right is not absolute but subject to reasonable regulation by the local school authorities. Parents have the right to propose a home education alternative and the School Committee or Superintendent has the right, under Section I of Chapter 76 of Massachusetts General Laws, to approve or disapprove it. Such approval must be obtained in advance of its implementation. Incomplete applications will not be sent forward for approval.

In evaluating each proposed home education alternative the Superintendent and School Committee will consider the following factors:

1. The competency of the teachers. Though certification is not required, the presence or absence of the requirements that would lead to certification may be considered.
2. The teaching of subjects required by state law, Chapter 71, Sections 1, 2, and 3, or regulations; as well as the content of the subjects being taught.
3. The number of hours and days devoted to teaching to meet the minimum requirements of the state.
4. The adequacy of the texts, materials, methods and programs being used.
5. The availability of periodic tests and measurement of the child's educational growth.

If the application is denied, parents have the right to a hearing before the school authorities to allow them an opportunity to explain their plan and answer questions about it. They may be represented by counsel and shall be provided reasonable notice of the time and place of such a hearing.

An approved plan must include a periodic evaluation of the child's progress under guidelines and standards set by the School Committee to measure whether adequate educational progress has been made. Documentation of evaluation will be required at the end of each academic year.

Please note that no special services will be provided by Westfield Public Schools for your child while being home educated. If you child was previously on an Individual Education Plan, a review meeting should be conducted with the office of Special Education prior to return to public school.

Please sign indicating that you have read all the requirements of Home-Based Education for your child(ren).

Signature of parent/guardian

Date

DO NOT WRITE BELOW THIS LINE

I have reviewed this application/contract for home-based education and have determined that it meets all requirements.

Signature of WPS Coordinator

Date