

December 2017

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

For further information, see:

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

Wachusett Regional School Committee Policy Relating to Education, available at [wrsd.net](http://wrsd.net)

If you have questions or concerns, please do not hesitate to contact the Wachusett Regional School District Central Office, 1745 Main Street, Jefferson, MA 01522

Attention: Tracy Lavengood, Student Services Manager.

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: Tracy Lavengood, Student Services Manager  
1745 Main Street  
Jefferson, MA 01522

This completed packet should be submitted prior to starting the home education program. 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, grade levels of materials being used, as well as hours of instruction.
- 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 1<sup>st</sup>, annually. Please call the Student Services Manager to arrange for an extension, if needed.

Upon review of the home education plan, a letter will be sent to the parent or guardian regarding the status of the application. If the home education plan must be modified a conference may be scheduled with parents and an administrator in order to facilitate a rapid resolution.

*“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:

Tracy Lavengood, Student Services Manager  
Wachusett Regional School District  
1745 Main St. Jefferson, MA 01522  
508-829-1670 Ext. 237  
[tracy\\_lavengood@wrsd.net](mailto:tracy_lavengood@wrsd.net)

## 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 with grade levels. 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 entailing one or more of the following:

- Option 1: Submit progress reports, portfolios, dated work samples that demonstrate progress over the span of the year. A progress report is a systematic listing and assessment of progress made during an academic period. The report shall include the student's chronological grade level. A progress report includes *quantified levels of proficiency* (e.g., a number or letter grade) for each academic subject. Areas of difficulty are noted with short comments on how they will be addressed in future instruction. Strengths are noted with short comments on how future challenges may be provided to foster further growth. For math and English/Language Arts, include grade level of text or other materials used and whether the student's current achievement is *below, approaching, at or above* grade level. A progress report may be accompanied by dated work samples and/or dated assessments. **Please be aware that unless end of year reporting includes quantified levels of proficiency, the district is given no basis upon which to certify that academic progress was made.**
- Option 2: Submit an independent report prepared by a certified teacher of the parents' or guardians' choice or some other person approved by the Superintendent. An independent report is to contain a systematic listing and evaluation of progress made during the academic period. The report includes quantified levels of proficiency for each goal and subgoal. Strengths and weaknesses are noted with short comments on how they will be addressed in future instruction. For math and ELA, include grade level of text or other materials used and whether the student's current achievement is below, approaching, at or above chronological grade level.
- Option 3: Provide standardized testing results.
- Option 4: Request and undergo a program review with the Superintendent or designee. A program review entails one or more visits with a representative from the Superintendent's office to evaluate core requirements such as time on learning; instructional materials appropriate to the student's grade level; regular assessments that are recorded and saved; adjusting instruction to individual student needs and proof of verifiable progress made over the course of the year. The

representative will not impose teaching methods, but may act as a resource to discuss other aspects of instruction based on individual needs. These may include topics such as integration of computer skills with other subject area learning; special needs services available to home school families through the district; developing critical thinking; study skills or other general aspects of pedagogy and service delivery.

Option 5: Any other method agreed to by both the Superintendent and the home educator.

Upon parental request, 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 and will be granted on a space-available basis. To participate in K-8 activities, contact your building principal. For high school courses contact Jon Krol, head of the guidance department. Contact the main office to join other high school activities.

Whenever possible, if requested by the parent(s) or guardian(s), school personnel shall provide materials to students registered by the District, such as sample curricula and/or textbooks and other available educational support equipment and/or supplies.

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:

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