

MILLIS PUBLIC SCHOOLS
Millis, Massachusetts

APPLICATION FOR HOME EDUCATION

INSTRUCTIONS:

1. Please read the attached School Committee Policy on home education.
2. Complete this form, attach the required supporting documentation, and forward it to the Superintendent of Schools, Robert Mullaney, Millis Public Schools, 245 Plain Street, Millis, MA 02054.
3. Please note that this application is intended to serve as a checklist for the School Committee Policy on home education. Applicants are welcomed to supplement this form with additional materials, or to use another form or report in making application for a home education program. However, if another form or other documentation is provided, please cross-reference all submissions to this application form to ensure that all information requested on this application form is provided.

1. Name and Addresses of Parent (s) or Guardian (s):

Home Telephone: _____

Business Address (mother) _____

Business Telephone: _____

Business Address (father) _____

Business Telephone: _____

Business Address (guardian) _____

Business Telephone: _____

2. Name (s) of student (s) who will be taught at above designated home and current comparable public school grade level (s):

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

3. Period of time for which approval is sought:

_____ through _____
month/year month/ year

4. **Qualifications of Teachers:** Attach a statement providing the following information about principle 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), teaching certification (if any), and any other evidence to describe teaching competence for the task to be assigned. (College degree is not required).

5. **Home Education Plan:** Attach a proposed home education plan for each child which includes the following:

- a. A description of each subject to be taught, including the scope, major goals and objectives, and the major materials to be used in each area.
- b. A description of the general schedule for instruction during the period for which approval is requested. Include the number of hours per day or week for each subject area.
- c. A statement describing the tests or measurements that you plan to use to evaluate your child's educational progress during this period.

6. **Response by School Authorities:** Ordinarily, you will receive a response to your proposed plan within twenty-five (25) working days from the date of receipt of your completed application and proposed home education plan. You will receive written notification (not less than two (2) days in advance) of a scheduled presentation to the Superintendent to accept or reject your plan. If the Superintendent believes that the proposed plan does not meet the provisions of the School Committee Policy for approval of a home education plan, we will assist you with the revision and/or improvement of the plan in advance of the initial School Committee presentation.
- a. If your plan is not accepted, the Superintendent or her designee will recommend specific changes to be made to improve the plan, and will provide appropriate consultation and/or school resources to assist the parent (s) or guardian (s).
 - b. If the requested changes are not made, or if the revised plan is not approved by the Superintendent, parent (s) or guardian (s) have the right to request a hearing directly with the School Committee to present their plan.
 - c. If the plan is accepted, parents and the School Committee and school personnel agree to abide by the terms of the Home Education Policy.

Signature of Parent (s) or Guardian (s):

Date _____

Date received in the office of the Superintendent of Schools

MILLIS PUBLIC SCHOOLS

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HOME EDUCATION POLICY

The Millis Public Schools recognizes and respects the right of parents/guardians to home school their child(ren). The mission of the Millis Public Schools is to provide, and to assist parents, in the provision of the best education possible for all the children in this district. Understanding the approach to home education is different than public education, the Millis Public Schools is committed to forming a healthy relationship with each parent/guardian in the best interest of the child(ren). This Home Education Policy is designed for thoroughness with a minimum of administrative control. This will allow each home education family the freedom to create and implement an individualized program, and still allow the Millis Public School system to fulfill the obligation required by state law.

APPLICATION

We request that the parents(s)/guardian(s) of the child(ren) concerned indicate their intention to instruct the child(ren) in a home education program at least two months prior to the intended date of inception of such program. The parents should do this by contacting the Superintendent of Schools or his/her designee in writing, providing all the information requested in this policy. The Superintendent or his/her designee has the authority to shorten the two month time period.

REQUIREMENTS

PLEASE NOTE: Approval of a home education plan will be given only from the proposed date of inception to the end of the current school year. **A new** application must be made for each subsequent year. Individualized plans must be submitted for each child in the family. No joint plans will be given consideration.

1. The proposed home education plan must include a statement as to the academic background and life experiences of the parent educator(s) which may aid the Superintendent or his/her designee or the School Committee in determining the educator's(s') competency to conduct the home education program. Parents need not be certified teachers nor have college or advanced degrees.
2. The proposed plan must indicate a written statement of intent to provide at least 180 days of instruction.
3. The home education proposal must include a complete list of materials and/or resources to be used. The titles, publishers, and dates of publication is sufficient for texts and workbooks. Brief descriptions of other materials may be necessary.
4. The proposed plan must include an outline of concepts and skills to be learned in each subject area for the period covered by the plan (this includes reading, written and oral language, spelling, mathematics, science, social science, the arts (music, art), American

history, citizenship duties, health and physical education, industrial arts and homemaking skills, and vocational and educational guidance as appropriate to the age and individual needs of the child). This provision may be met by supplying the Millis Public Schools with list of textbook chapter titles or curriculum scope and sequence plans. However, the parent(s)/guardian(s) is/are not required to use textbooks to instruct the child(ren). Parents may choose from a variety of methods, including conventional and non-conventional approaches.

5. The educational plan must include one method of periodic reporting. In order to verify that education is taking place, the parent(s) will provide the Superintendent or his/her designee a reasonable evaluation that best corresponds to the type of educational program being followed. The parent(s) will choose one of the following methods of evaluation:
 - A. Student work portfolio reviewed periodically by school superintendent or his/her designee
 - B. periodic consultation with the principal of the appropriate school (where the child(ren) would be assigned if attending public schools) with student work portfolio
 - C. an independent report made by someone acceptable to both the Millis Public Schools and the parent(s), containing student's progress in each subject area
 - D. quarterly written progress reports made by the parent(s) and mailed to the appropriate building principal
 - E. annual standardized test results as administered by a neutral third party
 - F. dated work samples mailed to the appropriate principal on a quarterly basis
 - G. any other method agreed to by both school officials and the parent(s)
6. The parent(s)/guardian(s) may be represented in the application and home education reporting by a representative of a local religious organization who shall serve as a liaison between the parents and the Millis Public Schools.
 - A. A "local religious organization" shall be defined to include a church, synagogue, mosque, etc. or private religious school.
 - B. The liaison may be clergy or his/her designee, the school principal/headmaster, private religious school teacher, or other recognized leader within the "organization."

- C. The home educating family will submit all information required in this policy in a form acceptable to both the liaison and the parent(s)/guardian(s) to the liaison in time for the liaison to inform the Superintendent or his/her designee two months in advance of inception of the home education plan that this option is being utilized.
- D. The liaison will provide in writing the following information to the Superintendent or his/her designee:
1. the name(s) of the home educating parents(s)/guardian(s) and the name(s) and birth date(s) of the child(ren)
 2. the name of the religious organization and the liaison's position within the organization; he/she may also include information as to his/her qualifications (academic and life experiences) which will aid him/her in acting as a liaison
 3. written intent to act as a liaison for the family, which **has been endorsed by signature by the family**
 4. A summary of the home education plan shall be provided to the Superintendent or his/her designee
- E. At the conclusion of the home education plan, the liaison will contact the Superintendent and his/her designee notifying him/her that education has taken place and explain the method of evaluation used to make that determination, and summarizing the student's educational progress.

ROLE OF PUBLIC SCHOOLS

It is the intention of the Millis School Committee **that** school staff shall act as a resource to persons involved in home education. School personnel shall share materials with parent(s)/guardian(s) whenever possible if requested by the parents. However, the development of the proposed home education plan is the sole responsibility of the parent(s)/guardian(s). They agree to accept all responsibility, including financial responsibility, for the child's(ren's) education. **The Millis Public Schools will allow home schooled child(ren) to participate in extra-curricular activities such as drama, band, sports teams, etc. We request that the parents(s)/guardian(s) of the child(ren) concerned indicate their intention to participate in any extra-curricular activity through the Superintendent. The Millis Public Schools has no obligation and will not grant a diploma to a student(s) who is home schooled.**

Within twenty-five (25) days of receipt of a proposed home education plan the Superintendent or his/her designee will review the plan and will recommend it for approval or disapproval

If the Superintendent has rejected the proposal, the School Committee will provide

parents(s)/guardian(s) an opportunity to explain their proposed plan and present witnesses on their behalf. If, after such a hearing, the School Committee deems a proposal unacceptable, the School Committee will detail reasons for the decision. The parent(s)/guardian(s) will then be **given the opportunity to revise the proposal**. However, the parent(s)/guardian(s) may commence the education of their children at home during this process. The parent(s)/guardian(s) will receive notification of the plan's presentation to the School Committee (not less than two (2) days in advance) and will be informed as to whether the recommendation will be made to approve the plan.

DISPUTE RESOLUTION

Parent(s)/Guardian(s) are entitled to all due process rights in regard to this policy. Parent(s)/Guardian(s) also have a right to a hearing before the School Committee in regard to any aspect of this policy or in regard to a decision made by the Superintendent of his/her designee. A request for a hearing must be made through the Superintendent's office at least five (5) business days prior to the previously scheduled School Committee meeting at which the parent(s)/guardian(s) wish to have a hearing. Notice of such hearing, along with all relevant materials, will be provided to all School Committee members by the Superintendent's office at least two (2) business days prior to the hearing. At the hearing, parents may be represented by counsel or an advocate, call witnesses, and present evidence.

REF.: M.G.L. CHAP. 76, SECTIONS 1, 2, AND 4

Care and Protection of Charles, 504 N.E. 2d 592, 600 (Mass. 1987)

First Reading by the Millis School Committee:	October 3, 2006
Second Reading by the Millis School Committee:	October 17, 2006
Approved by Millis School Committee:	October 17, 2006