

**WESTFIELD PUBLIC SCHOOL DISTRICT**  
**HOME-BASED EDUCATION APPLICATION**  
**2020-21**

**Directions:**

1. Please completely read this application for home-based education.
  2. Complete this form, attach any supportive documents, and forward it to the Director of Assessment & Accountability, 94 North Elm Street, Suite 101, Westfield, MA 01085 at least 14 days before the program is established and resubmit notification on an annual basis as long as the child/children are being educated in a home-based environment.
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**Parent/Guardian Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**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 \_\_\_\_\_

**Academic year** for which approval is sought: \_\_\_\_\_

Home-Based Education Plans are approved for the current academic year only and must be renewed annually

**Competency of the parent/guardian to teach the children:** Attach a statement providing the information about any person(s) who will serve as educators 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.

**Proposed Curriculum:** Attach a description of the curriculum and number of hours of instruction in each of the proposed subjects:

**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 850 hours of instruction for elementary students and 935 hours for secondary students).

**Evaluation:** Attach a statement describing the tests or measurements that you plan to use to ensure education progress and the attainment of minimum standards. 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.

May 7, 2020

**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 your 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 Director of Assessment & Accountability**

\_\_\_\_\_  
**Date**