

West Hartford Public School District

Agenda Item: Motion by Tammy Exum, Cheryl Greenberg, and Mark Zydanowicz to Approve Revised Policies 6270 and 6500—**Second Reading**

Meeting Date: May 16, 2017

From: Tammy Exum, Cheryl Greenberg, and Mark Zydanowicz

Through: Thomas Moore, Superintendent of Schools

Recommendation:

THAT the Board of Education approve as a Second and Final Reading the following policies which were revised by the Board Policy Subcommittee:

6270 Parent Instruction of Children at Home
6500 Adult/Continuing Education

Note: Words in (*italics*) within parentheses are being removed from the current policy, and words in **Bold** are being added to the current policy.

Background:

Tammy Exum, Cheryl Greenberg, Mark Zydanowicz, Andrew Morrow, and Kimberly Boneham will be available to answer any questions.

**Agenda Item:
IV.B.**

WEST HARTFORD PUBLIC SCHOOLS

POLICY 6270

Instruction

(Equivalent Education Under Parental Direction (Home Instruction))

(The board of education recognizes the right of the parent(s) to educate a child in a place other than the public schools of the town, that is, in a non-public school or at home. Should the parent(s) decide to have the child instructed at home, it is the obligation of the parent(s) to show that such child is "elsewhere receiving equivalent instruction in the studies taught in the public schools," (Sections 10-184 and 10-220 of the Connecticut General Statutes.)

(In determining whether the education provided a child is equivalent to the instruction provided in the West Hartford Public Schools, the following procedures will be observed.

- 1. Any parent choosing to provide home instruction for a child between the ages of 7 years and 16 years, must complete the LETTER OF INTENT – INSTRUCTION OF STUDENT AT HOME form required by the Connecticut State Department of Education.*
- 2. The LETTER OF INTENT form must be completed, for each child, ten days prior to the start of the home instruction program and filed with the Superintendent of Schools.*
- 3. The school district will receive the LETTER OF INTENT, check it for completeness, and keep it as part of the district's permanent records. A completed form will be one which provides basic program information including the name of the teacher, subjects to be taught, days of instruction, and the teacher's method of assessment.*
- 4. An annual portfolio review will be held with the parents to determine if instruction in the required courses has been given. The content of the student's portfolio or work samples will be discussed with the parent.*
- 5. The LETTER OF INTENT is effective for one school year. It must be renewed prior to the beginning of the next school year.*
- 6. A parent, by filing a LETTER OF INTENT, acknowledges full responsibility for the education of the child in accordance with the requirements of the Connecticut State Law (Sections 10-184 and 10-220). Receipt of a LETTER OF INTENT in no way constitutes approval by a school district of the content or effectiveness of a program of home instruction.*
- 7. If a parent fails to file a LETTER OF INTENT or files an incomplete form, then a certified letter shall be sent to the parent requesting compliance within ten days.*
- 8. Continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the LETTER OF INTENT, or to participate in an annual portfolio review, may cause the child to be considered truant and be grounds for a neglect petition.*

9. *The school district shall forward a copy of the completed LETTER OF INTENT to the Connecticut State Department of Education.)*

(Legal Reference: Connecticut General Statutes

*10-4 Duties of board. Reports
10-15 Towns to maintain schools
10-16 Length of school day
10-16b Prescribed courses of study
10-184 Duties of parents
10-185 Penalty)*

Parent Instruction of Children at Home

Parents wishing to educate children in the home may do so in compliance with Connecticut General Statutes and regulations of the Connecticut State Board of Education. When parents or guardians are willing to discuss their decision for equivalent education at home with school personnel, school district staff shall explain the advantages of a public school education to such parents or guardians without any criticism of parental choices.

Any parent choosing to provide home instruction must notify the West Hartford Public Schools Pupil Services Department to complete the Letter of Intent form.

If decisions are made by parents or guardians to return children who for a time have been educated at home to local schools, school staff shall provide an appropriate return to the public schools.

Children educated at home are considered to be non-public school students and are not part of the system's educational responsibility and are not part of the school system.

**Legal Reference: Connecticut General Statutes:
10-184 Duties of parents
10-220 Duties of Board of Education
Regulations of the Connecticut State Board of Education**

Adopted: July 8, 1991

Revised: May 16, 2017

WEST HARTFORD PUBLIC SCHOOLS

POLICY 6500

Instruction

Adult/Continuing Education

(Mandated Programs)

The mandated adult programs shall be open to residents and non-residents over age 16, not attending any public or private elementary, middle or senior high school. No person enrolled in a full-time program of study in any school may enroll in a mandated adult education program without the approval of the school principal of the school in which the person is enrolled. The mandated adult program shall include those programs required by state statute as well as programs which may be offered at the option of the local board of education.

Adult mandated programs may be made available to non-residents at fees to be established by the board of education. The board of education will pay the costs for West Hartford residents who enroll in any mandated adult program, including those leading to a high school diploma.

Enrichment Programs

The enrichment program offerings shall be open to residents and non-residents over at 16, with exceptions for younger students to be made at the discretion of the person directing the adult/continuing education programs. The program shall offer a variety of worthwhile subjects to serve civic, cultural, vocational and avocational needs and interests of the adult residents of the community. Course offerings shall be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of the plant, teaching personnel and equipment.

Classes shall be made available at fee to be established by the board of education. The board of education may waive fees for West Hartford residents over age 62 and/or handicapped/ disabled persons, or other classifications of persons it may determine eligible for waived or reduced fees.

Legal Reference: Connecticut General Statutes 10-69)

Mandated Programs

The mandated adult programs shall be open to residents and non-residents age 17 or older, not enrolled in a public elementary or secondary school program. No person enrolled in a full-time program of study in any school may enroll in a mandated adult education program. The mandated adult education program shall include those programs required by state statute as well as programs which may be offered at the option of the local Board of Education.

Adult mandated programs may be made available to non-residents at fees to be established by the Board of Education. The Board of Education will pay the costs for West Hartford residents who enroll in any mandated adult education program, including those leading to a high school diploma.

Enrichment Program

The enrichment program offerings shall be open to residents and non-residents 17 and older, with exceptions for younger students to be made at parental discretion and the discretion of the person directing the adult/continuing education programs. The program shall offer a variety of worthwhile subjects to serve civic, cultural, vocational and avocational needs and interests of the adult residents of the community. Course offerings shall be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of teaching personnel, equipment, and plant facilities.

Classes shall be made available at fees to be established by the Board of Education. The Board of Education may waive or reduce fees for West Hartford residents over age 65 and/or persons with handicapping conditions/disabilities, or other classifications of persons it may determine eligible for waived or reduced fees.

Legal Reference: Connecticut General Statutes:
10-67 Definitions
10-69 Adult Education

Adopted: July 11, 1988
Revised: May 16, 2017