

*Sample policy to consider.*

## **Instruction**

### **Home Schooling**

#### **Educational Instruction under Parental Direction**

The Board of Education recognizes the right of parents to fulfill their obligation to ensure an education for their children by schooling them at home. However, the Board believes that formal education in the public schools is highly beneficial both for the child and for the society, and it therefore instructs the school administration to work cooperatively with home-schooling parents.

Specifically, home-schooled children may attend on a part-time basis only where such attendance does not interfere either directly or indirectly with the education of children formally enrolled in the schools on a full time basis. It is understood that the public schools has no obligation under the law to provide services to children who are being home schooled and that the decision to do so is at the sole discretion of the Board of Education. No special education or related services shall be provided to a child who is home schooled.

The Board endorses the authority of the Connecticut Interscholastic Athletic Conference (C.I.A.C.) to determine eligibility for interscholastic athletics. Participation in extra-curricular activities shall be governed by the regulations of the Connecticut Interscholastic Athletic Conference.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents

10-184a Special education programs not required for children in home or private schools

10-220 Duties of boards of education

Policy adopted:

*This one is from Clinton.*

## **Instruction**

### **Home Schooling**

#### **Equivalent Education Under Parental Direction**

The Clinton Board of Education believes that formal education in the public schools is highly beneficial both for the child and for the society, but it also recognizes the right of parents to fulfill their obligation to ensure an education of their children by schooling them at home. The Board instructs the school administration to work cooperatively with home schooling parents.

Home schooling is viewed by the Clinton Board of Education as full time and therefore home schooled students are not eligible for school offerings or activities.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents.

10-220 Duties of Boards of Education.

Policy adopted:

**CLINTON PUBLIC SCHOOLS**  
Clinton, Connecticut

*Another version to consider from Region 12.*

## **Instruction**

### **Home Schooling**

### **Home Instruction**

The Board of Education recognizes the right of parents to educate their children at home. Parents must follow state regulations regarding home school instruction. Parents must file with the Superintendent of Schools, a Notice of Intent form which provides basic information about the program to be provided for their child. A Notice of Intent must be filed annually.

The Board believes that formal education in public schools is highly beneficial both for the child and for society.

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 boards of education.

Policy adopted:

REGIONAL SCHOOL DISTRICT NO. 12  
Bridgewater - Roxbury - Washington

cps 2/99

*Hamden's recently approved regulation on this topic.*

## **Instruction**

### **Home Schooling**

#### **Procedures Concerning Requests from Parents to Educate Their Child at Home**

Compliance with the following procedures will satisfy the statutory requirements for home instruction:

1. Parents shall file with the Superintendent of Schools a Notice of Intent, Instruction of Student at Home form. A Notice of Intent will be effective for up to one school year.
2. Filing of a Notice of Intent must occur within ten days of the start of the home instructional program.
3. The school district will receive the Notice of Intent, check it for completeness and keep it as part of the school's permanent record. A complete form will be one which provides basic program information including the name(s) of teachers(s), the subjects to be taught, the days of instruction, and the teacher's methods of assessment.
4. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education or their child in accordance with the requirements of state law. Receipt of a Notice of Intent in no way constitutes approval by the school district of the content or effectiveness of a program of home instruction.
5. If a parent fails to file a Notice of Intent or files an incomplete form then a certified letter shall be sent to the parent requesting compliance within ten (10) days.
6. Refusal by the parent to comply with the request of the school district for completion and filing of the Notice of Intent may cause the child to be considered truant.
7. The school district should not accept or require a Notice of Intent for any child younger than seven (7) years or older than sixteen (16) years.

Home schooling is viewed by the Hamden Board of Education as full time and therefore home school students are not eligible for school offerings or activities.

Legal Reference: Connecticut General Statutes  
10-184 Duties of Parents  
10-220 Duties of Board of Education

Regulation approved:

HAMDEN PUBLIC SCHOOLS  
Hamden, Connecticut

cps 6/04

**HAMDEN PUBLIC SCHOOLS  
Hamden, Connecticut**

**To: Parents Interested in Home Instruction**

**From: Mary M. Marrandino, Assistant Superintendent**

**Subject: Notice of Intent to Provide Home Instruction**

The Hamden Public Schools acknowledge the right of parents to instruct their children at home as an alternative to public school attendance. The Hamden Public Schools follow procedures developed and recommended by the Connecticut State Department of Education for home instruction.

The procedure is:

- A. Parents must file with the Assistant Superintendent a notice of intent form that provides basic information about the program to be provided to their child. A notice of intent will be effective for up to one school year (see attached).
- B. Filing must occur within ten days of the start of the home instruction program.
- C. The School District will receive the notice of intent, check it for completeness and keep it as part of the District's permanent records. A complete form will be one that provides basic program information including name of teacher, subjects to be taught and days of instruction, and the teacher's method of assessment.
- D. A parent, by filing a notice of intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a notice of intent in no way constitutes approval by a school district of the content or effectiveness of a program of home instruction.
- E. If a parent fails to file a notice of intent or files an incomplete form, then a certified letter shall be sent to the parent requesting compliance within ten days.
- F. An annual portfolio review will be held with the school Principal to determine if instruction in the required courses has been given.
- G. Any continued refusal by the parent to comply with the reasonable request of the School District for completion and filing of the notice of intent or to participate in an annual portfolio review may cause the child to be considered truant.
- H. Hamden Public Schools will not accept nor require a notice of intent for any child younger than seven years or older than sixteen years. However, Public Act 98-243, Section 10-184 lowers the compulsory education age from age seven to age five. If you have a child who is five or six years of age, you must complete a waiver, Acknowledgement of Option to Exempt Attendance of Child Five or Six Years of Age from School, which is available at the Central Office.

**HAMDEN PUBLIC SCHOOLS  
Hamden, Connecticut**

**NOTICE OF INTENT INSTRUCTION OF STUDENT AT HOME**

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

The subjects to be taught are:

	<b>YES</b>	<b>NO</b>
(Required) Reading		
Writing		
Spelling		
English Grammar		
Geography		
Mathematics		
US History		
Citizenship (Including a study of Town, State, and Federal Governments)		
(Recommended) Science		
Other		

Total number of days scheduled for instruction: \_\_\_\_\_

Teacher's methods of assessment of student progress: \_\_\_\_\_

An annual portfolio review will be held on or about: \_\_\_\_\_

I acknowledge and accept full responsibility for the education of my child in accordance with the requirements of State law.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I only acknowledge receipt of this form and render no opinion as to the appropriateness of the planned program.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**HAMDEN PUBLIC SCHOOLS**  
**Hamden, Connecticut**

**Home Schooling**  
**End of Year Evaluation**

Student name: \_\_\_\_\_ DOB \_\_\_\_\_

Grade Equivalent: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Evaluation of portfolio review:

Expectations for next year:

This portfolio is (circle one) acceptable unacceptable

Recommended grade equivalent for next year: \_\_\_\_\_

Will the student receive home schooling next year? \_\_\_\_\_  
(If yes, please distribute application form)

Principal signature: \_\_\_\_\_ Date of Review \_\_\_\_\_

Place one copy of this form into the cumulative file.  
Return on copy to the Office of the Assistant Superintendent.

*Cheshire's regulation to consider. Other samples follow for comparison.*

## **Instruction**

### **Home Schooling**

#### **Educational Instruction under Parental Direction**

##### **Guidelines for Home Instruction**

The Cheshire Public Schools utilize the following procedures in considering requests for home instruction:

##### **Full-Time Home Instruction**

1. The parents must file, with the Superintendent of Schools, a State Department of Education Notice of Intent form which outlines basic information about the program to be provided to their child. A Notice of Intent will be effective for up to one school year.
2. Filing must occur at least 10 days before the start of the home instruction program.
3. When the school receives a Notice of Intent, it will be checked for completeness and kept as part of the District's permanent records. A complete form 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. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a Notice of Intent in no way constitutes approval by the school district of the content or effectiveness of a program of home instruction.
5. If a parent fails to file a Notice of Intent or files an incomplete form, a certified letter shall be sent to the parent requesting compliance within ten days.
6. An annual portfolio review will be held with the parents and school officials to determine if instruction in the required courses has been given.
7. Any continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the Notice of Intent or to participate in an annual portfolio review may cause the child to be considered truant.
8. The school district shall not accept or require a Notice of Intent for any child younger than seven years or older than sixteen years of age.



## **Instruction**

### **Home Schooling**

#### **Partial Enrollment of Home Schoolers in Cheshire Schools**

In addition to all of the above cited guidelines home-schooling parents who wish their child to participate in selected academic programs offered by the Cheshire Public Schools shall adhere to the following guidelines:

1. Home-schooled children who seek partial enrollment shall enroll in the Cheshire Public Schools only for the purposes of participating in a designated curricular program and for use in creating class lists, reporting addresses, and emergency contact information. Enrollments shall not be reported to the State Department of Education unless and until their participation exceeds four hours daily or its equivalent.
2. Prior to partial enrollment, all home-schooled students shall present evidence to the school nurse of compliance with all relevant state regulations and Board of Education policy regarding immunization and completion of physical examination.
3. No home-schooled student shall be admitted for partial enrollment unless that student has previously participated in one semester, or its equivalent, of full-time home-schooled enrollment.
4. Home-schooled students who are accepted for partial enrollment shall be transported to and from school at their parent's expense. It is the responsibility of the parents and the student to adhere to a daily admission and dismissal procedure as outline, in writing, by the school's Principal.
5. Home-schooled students shall be assigned to classes for which they enrolled on a space-available basis. Teacher selection is to be the responsibility of the school's administration.
6. Home-schooled students who seek partial enrollment in the Cheshire Public Schools shall be enrolled for a minimum of two hours daily or its equivalent, unless a waiver of this requirement is granted by the Superintendent. Participation in field trips shall be permitted only when such trips are integral to completion of a course in which the student is enrolled.
7. It is the responsibility of the home-schooled student to adhere to the schedule of classes in which he/she is enrolled. Adherence to adjustments of the class or school schedule by the school authorities is the responsibility of the student and/or his parents.

## **Instruction**

### **Home Schooling**

#### **Partial Enrollment of Home Schoolers in Cheshire Schools (continued)**

8. Home-schooled students shall receive an assessment of their work at the conclusion of each regularly-scheduled marking period. A copy of this record will be made part of the school's permanent record.
9. Home-schooled students who are accepted for partial enrollment are subject to the discipline and attendance regulations established and published by the school. It is the responsibility of the Principal to distribute a copy of all school regulations to all home-schooled students.
10. Home-schooled students who seek partial enrollment in the Cheshire Public Schools shall be covered for injury or liability under the existing coverage only during the period of their participation in a program supervised by the Cheshire Public Schools.
11. Home-schooled students who are partially enrolled in the Cheshire Public Schools may participate in extra-curricular activities only when their participation adheres to the regulations established by the Connecticut Interscholastic Athletic Conference.

Regulation approved:

November 21, 1996

**CHESHIRE PUBLIC SCHOOLS**  
Cheshire, Connecticut

*This sample regulation is from Region 14.*

## **Instruction**

### **Home Schooling**

#### **Educational Instruction Under Parental Direction**

The State Board of Education acknowledges the right of parents to instruct their children at home as an alternative to public school attendance; and advises local and regional Boards of Education, where such child would otherwise be attending public school, to acknowledge home instruction when the parent or person having control of a child between the ages 7 and 16 is able to show that the child is receiving equivalent instruction in the studies taught in the public schools.

Section 10-220 of the Connecticut General Statutes requires Regional School District No. 14 to "...cause each child of seven years of age and over and under sixteen living in the school district to attend school in accordance with the provisions of Section 10-184..."

Section 10-184 of the Connecticut General Statutes requires Regional School District No. 14 parents or guardians of children seven years of age and over and under sixteen "...to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session..." or "...is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools."

If parents wish to educate their child in their home, they must show equivalency as described in Section 10-184, and Regional School District No. 14 Board of Education must determine whether or not such a child is receiving equivalent instruction as required by Section 10-220.

The following procedures are established for parents or legal guardians who wish to educate their children at home.

1. Parents must file with the Superintendent of Schools a State Department of Education developed Notice of Intent form which provides basic information about the program to be provided to their child. A Notice of Intent will be effective for up to one school year.
2. Filing must occur within ten (10) days of the start of the home instruction program.
3. The school district will receive the Notice of Intent, check it for completeness and keep it as part of the district's permanent records. A complete form will be one which provides basic program information including name of teacher, subjects to be taught and days of instruction, and the teacher's method of assessment.
4. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a Notice of Intent in no way constitutes approval by a school district of the content or effectiveness of a program of home instruction.

## **Instruction**

### **Home Schooling**

#### **Equivalent Education Under Parental Direction (continued)**

5. If a parent fails to file a Notice of Intent or files an incomplete form then a certified letter shall be sent to the parent requesting compliance within ten (10) days.
6. An annual portfolio review will be held with the parents and school officials to determine if instruction in the required courses has been given.
7. Any continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the Notice of Intent or to participate in an annual portfolio review may cause the child to be considered truant.
8. A school district should not accept nor require a Notice of Intent for any child younger than seven years or older than sixteen years.
9. The school district shall provide a copy of the completed Notice of Intent to the Bureau of Curriculum and Professional Development of the State Department of Education.

Legal Reference: Connecticut General Statutes  
10-4 Duties of (state) board.  
10-4m Development and submission of educational evaluation and remedial assistance plan. Contents of plan.  
10-14n Ninth grade statewide proficiency exam; conditions for reexaminations. Limitations on use of test results.  
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.  
10-220 Duties of Boards of Education.

Regulation approved:

REGIONAL SCHOOL DISTRICT NO. 14  
Bethlehem and Woodbury, Connecticut

*A sample regulation to consider.*

## **Instruction**

### **Home Schooling**

#### **Suggested Procedures for Home Instruction**

The following procedures have been developed in order to assist parents and local Boards of Education to work together in such a way as to assure children receive the education to which they are entitled by law. We would deem compliance with these suggested procedures as satisfying the requirements of Sections 10-184 and 10-220 of the General Statutes.

In determining whether the education provided a child is equivalent to the instruction provided in the local schools, it is recommended that the local Board of Education observe the following procedures:

1. Parents must file with the Superintendent of Schools in the town in which they reside, a State Department of Education developed Notice of Intent form which provides basic information about the program to be provided to their child. A Notice of Intent will be effective for up to one year (see attached).
2. Filing must occur within ten days of the start of the home instruction program.
3. The school district will receive the Notice of Intent, check it for completeness and keep it as part of the district's permanent records. A complete form will be one which provides basic program information including name of teacher, subjects to be taught and days of instruction, and the teacher's method of assessment.
4. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a Notice of Intent in no way constitutes approval by a school district of the content or effectiveness or a program of home instruction.
5. If a parent fails to file a Notice of Intent or files an incomplete form, then a certified letter shall be sent to the parent requesting compliance within ten days.
6. Any continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the Notice of Intent may cause the child to be considered truant.
7. A school district should not accept nor require a Notice of Intent for any child younger than five years or older than eighteen years.

Regulation approved:

\_\_\_\_\_ PUBLIC SCHOOLS  
\_\_\_\_\_, Connecticut

**NOTICE OF INTENT INSTRUCTION OF STUDENT AT HOME**

NAME OF STUDENT:

DATE OF BIRTH:

ADDRESS:

TELEPHONE #:

NAME OF TEACHER:

TELEPHONE #:

ADDRESS:

The subjects to be taught are:  
(Required)

YES            NO

Reading

Writing

Spelling

English Grammar

Geography

Arithmetic

U. S. History

Citizenship

- (Including a study of Town, State and Federal Governments)

(Recommended)

Science

(Other)

Total Number of Days Scheduled for instruction:

Teacher's Methods of Assessment of Student Progress:

An Annual Portfolio Review Will Be Held On or About: \_\_\_\_\_Date

\_\_\_\_\_ **PUBLIC SCHOOLS**  
\_\_\_\_\_, **Connecticut**

**NOTICE OF INTENT**  
**INSTRUCTION OF STUDENT AT HOME**

I ACKNOWLEDGE AND ACCEPT FULL RESPONSIBILITY FOR THE EDUCATION OF MY CHILD IN ACCORDANCE WITH THE REQUIREMENTS OF STATE LAW.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
Date

I ONLY ACKNOWLEDGE RECEIPT OF THIS FORM AND RENDER NO OPINION AS TO THE APPROPRIATENESS OF THE PLANNED PROGRAM.

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
Date

*Mansfield's version of this policy which allows a resident non-enrollees access to district programs and materials.*

**Instruction**

**Home Schooling**

**Resident Students Not Attending the Public Schools**

In order to foster a sense of community and inclusion, the Mansfield Board of Education permits resident school-aged children not enrolled in or attending the Mansfield Public Schools to participate in certain school district programs and to receive certain services, in accordance with this policy and its implementing regulation.

Resident students not enrolled in or attending the Mansfield Public Schools may be permitted to participate in programs and/or to have access to school facilities for activities held before and after the regular instructional day. Access to any such programs and/or the provision of any such services shall conform to administrative regulations developed by the Superintendent of Schools or his/her designee to implement this policy.

For resident students not enrolled in or attending the public school, the Mansfield Public Schools will not provide access to its regular educational programs held during the regular instructional day, or to its facilities during the regular instructional day, except as specifically authorized by this policy or by action of the Board.

Legal Reference: Connecticut General Statutes  
10-184 Duties of Parents  
10-184a Special education programs not required for children in home or private schools

Policy adopted: February 25, 1993  
Policy revised: April 10, 2014

MANSFIELD PUBLIC SCHOOLS  
Mansfield, Connecticut



*Mansfield's administrative regulation to consider/modify.*

## **Instruction**

### **Home Schooling**

#### **Resident Students Not Attending the Public Schools**

#### **Access to Curricular and Extra-Curricular Programs and Activities During the Regular Instructional Day**

Except as provided below, for resident students not enrolled in or attending the public schools, the Mansfield Public Schools will not provide access to its regular educational programs held during the regular instructional day, or to its facilities during the regular instructional day, with the following exceptions:

1. Use of library and audio/visual materials on a limited basis from school libraries if not currently in use by enrolled students.
2. Attendance at whole school special events and/or assemblies held at an individual school.
3. Selected use of instructional material(s) provided the material is not needed for enrolled students.
4. Access to district assessments upon request.

#### **General Conditions for Non-Enrolled Students Access to Programs, Activities and/or Services**

1. Non-enrolled students who are provided access to programs, activities and/or services under the Board's policy and pursuant to this regulation shall be required to satisfy the requirements for proof of residency within the district, prior to participation in any program or service.
2. Non-enrolled students who are provided access to programs, activities and/or services under the Board's policy and pursuant to this regulation shall be required to satisfy any conditions required by the medical advisor and/or district policy regarding proof of immunizations, health assessments, hygiene and/or documentation relative to communicable disease, prior to participation in any program or service.
3. The administration shall not be required to fundamentally alter any program or activity, nor shall the district be required to incur an undue burden, as a result of the participation of any non-enrolled student in any program or service offered by the district.
4. The administration shall maintain records of the participation in programs and/or access to district services of resident students not enrolled in or attending the Mansfield Public Schools.

## **Instruction**

### **Home Schooling**

#### **Resident Students Not Attending the Public Schools** (continued)

#### **Conditions for Access to Extracurricular Programs, Activities Before or After the Regular Instructional Day**

1. The administration may permit resident students not enrolled in or attending the Mansfield Public Schools to participate in programs and/or to have access to school facilities for activities and/or programs held before and after instructional hours. If a program or activity includes specific activities or preparations that occur during the regular instructional day, non-enrolled students shall not be permitted to participate.
2. If a specific activity or program held outside of the instructional day has space limitations on the number of participants, preference shall be given to enrolled students.
3. If a specific program or activity held outside of the instructional day has a minimum grade requirement or other prerequisites for participation, including but not limited to age or skill requirements, the administration may require parents of non-enrolled students to produce evidence indicating that the prerequisites for participation have been met. The administration's determination of whether the evidence produced by parents meets the prerequisite requirements shall be final.
4. All policies and rules pertaining to student conduct shall be in effect for non-enrolled students participating in extracurricular programs and activities held outside of the instructional day pursuant to Board policy and this regulation. If a responsible staff member determines that a non-enrolled student has violated any policy or rules pertaining to student conduct and/or program participation, the non-enrolled student shall be referred to the building principal or designee at the school where the program/activity is being held. The non-enrolled student shall be given an opportunity to respond to the report of the alleged policy or rule violation. If the building principal and/or designee determines that the non-enrolled student has violated a policy or rule pertaining to student conduct or program participation, the building principal or designee may suspend the non-enrolled student from specified activities, or exclude the non-enrolled student from any further participation in any programs or activities in the Mansfield Public Schools. The building principal or designee's determination of policy violations, suspensions and/or exclusions shall be final.
5. A parent of a non-enrolled student is responsible for transportation to and from any activities or programs held outside of the instructional day accessed pursuant to the Board's policy and this regulation, and is responsible for any costs imposed on participants or additional costs imposed on the district arising from the participation of his/her child as a non-enrolled student.

Regulation approved:

MANSFIELD PUBLIC SCHOOLS  
Mansfield, Connecticut