

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: EDUCATIONAL AGENCY RELATIONS GOALS

Category: EDUCATION AGENCY RELATIONS

Adopted: 12/6/05

File No.: LA

Revised:

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the committee establishes these broad goals:

1. To encourage liaison with other educational agencies
2. To supply educational services to and/or share with other educational agencies.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

Category: EDUCATION AGENCY RELATIONS

Adopted: 12/6/05

File No.: LB

Revised:

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

Private Schools

In accordance with state law, the school committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when this cooperation is not expressly prohibited by law.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH HOME SCHOOLS

Category: EDUCATION AGENCY RELATIONS

File No.: LBC

Adopted: 12/6/05

Revised:

Several procedures that must be followed prior to the superintendent approving a home study plan:

1. All of the requirements recommended by the Massachusetts Department of Education must be made.
2. Parent or guardian must provide information indicating his/her competency to teach.
3. Approval of the program must be obtained in advance prior to the removal of the children from school and to the commencement of the home schooling program.
4. Parent or guardian must be provided, by the superintendent or the school committee with an opportunity to explain this proposed plan and present witnesses on their behalf.
5. Parents must demonstrate that the home school proposal fulfills the requirements of M.G.L. 71:1, in that the instruction will equal in thoroughness and efficiency and in the progress made therein of that in the school district.
6. Parent or guardian must provide a curriculum outline indicating the length of the proposed home school year, a list of subjects to be taught and the hours of instruction in each subject.
7. The superintendent or school committee must have access to the textbooks, workbooks and other instructional aids to be used by the children and to the lesson plans and teaching manuals to be used by the parents. The superintendent or school committee will not use this access to dictate the manner in which the subjects will be taught.
8. Periodic standardized testing of the children may be required in order to ensure educational progress and attainment of minimum standards. Other means of evaluating the progress of the children may be substituted for the formal testing process.
9. If the student is to continue in the program for more than one school year, the study plan must be approved annually

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 will be provided reasonable notice of the time and place of such a hearing.

If a plan is approved, there may be a periodic evaluation and monitoring of the child's progress under guidelines and standards set by the school committee to assess whether adequate educational progress has been made.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:1; 71:2; 71:3; 71:4; 76:1; 76:2; 76:3; 119
603 Code Mass Regulations Section 27.01 (1980)
S.J.C. Care and Protection of Charles, 399 Mass. 324 (1987)

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH HOME SCHOOLS -APPLICATION FOR HOME INSTRUCTION

Category: EDUCATION AGENCY RELATIONS

Adopted: 12/6/05

File No.: LBC-E

Revised:

APPLICATION FOR HOME INSTRUCTION

DIRECTIONS:

1. Please read the School Committee policy on Home Education
2. Complete this form; attach any supportive documents; and forward it to the Superintendent of Schools at least twenty (20) days prior to the planned start of a home education program.
 - A. Parent/guardian name(s) _____
 - B. Address: _____
 - C. Telephone: _____
(Daytime) _____ (Evening) _____
 - D. Student Name: _____ Date of Birth: _____ Grade: _____
3. Period of time for which approval is sought: _____ through _____
Month/year Month/year
4. **Teachers:** Attach a statement providing information about any persons who will serve as teachers in this program.
5. **Subjects to be taught:** Attach a description of each subject to be taught including the scope, major goals and objectives for the child, the major materials and methods to be used in each area.
6. **Scheduling of instruction:** Attach a description of the schedule you plan for instruction during the period for which approval is requested. Include the number of hours and days planned.
7. **Materials and Methods:** Attach a listing and description of the texts, materials, methods and programs to be used. A sample of these materials would be extremely helpful and will be returned to you.
8. **Evaluation:** Attach a statement describing the tests or measurements that you plan to use to evaluate your child's educational growth during this period. If this home education plan is approved, the school department will expect to implement a periodic evaluation of the child's progress similar to the school attending students and may set guidelines and standards for this purpose to ensure the evaluation of reasonable educational progress.
9. **Response by the Superintendent of Schools:** Ordinarily, you will receive a response to your proposal plan within twenty (20) days from receipt of your application.
10. **Hearing:** As parents, you have the right to a hearing before the Superintendent of Schools, if you wish, to allow you an opportunity to explain your plan further and answer questions about it. You may be represented by counsel. If you wish to take this option, please indicate below by providing two possible times when this would be convenient for you.

Yes, a hearing is requested. The following two possible dates and times are suggested:

_____ Date

_____ Time

_____ Date

_____ Time

Date of Application

Signature of Person Completing Application

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH HOME SCHOOLS

Category: EDUCATION AGENCY RELATIONS

File No.: LBC-R

Adopted: 12/6/05

Revised:

1. Requirements for approval of home instruction will include:
 - a. The parent or legal guardian must request permission to hold home instruction on an annual basis.
 - b. A home instruction application form will be provided to the parents or legal guardian. This form must be completed and returned to the Superintendent before approval may be granted.
 - c. The committee delegates the approval of home instruction to the superintendent. Any approval or rejection of an application by the superintendent is subject to review by the committee.
2. Parents or a legal guardian in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the school district will make provision for inclusion of home-taught children in any achievement test battery administered each school year. The home instruction summary form must include either a summary of home testing results for each required subject for each child or the results of the achievement test that is administered through the school district.
3. Auditing functions for the home instruction will include:
 - a. The committee may at any time request a review by the superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
 - b. The committee may request at any time that the superintendent review the instructional materials and methods used by the person(s) responsible for the home instruction.
 - c. The superintendent will prepare for the committee an annual summary of the children included in home instruction. This report will also summarize, in general, the appropriateness or possible deficiencies of home education situations.
4. Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the school district will mail the parents or legal guardian a home instruction summary form. The completed form should be returned to the school district within thirty (30) days. This summary form must be returned to the school district office before annual approval of home instruction can be made for any succeeding years.
5. The committee will act in a responsible, cooperative manner to ensure that all children in the school district receive competent, adequate instruction. This concern includes children in home education. If the committee determines that a home instruction situation is inadequate, a conference between the parents or legal guardian and the superintendent will be scheduled to find mutually acceptable ways to correct any deficiency.
6. If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents or legal guardian, an appropriate referral will be made.

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH PRIVATE SCHOOLS

Category: EDUCATION AGENCY RELATIONS

File No.: LBCA

Adopted: 12/6/05

Revised:

In accordance with state law, the school committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency and progress made.

Private schools must submit copies of all documents listed on the "Documentation Checklist" to the Office of the Superintendent a minimum of two (2) weeks prior to appearing before the School Committee.

The school district will become responsible for transportation of district students to and from the approved private schools (Chapter 76, S1) in accordance with School Committee policy on student transportation.

The committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, the committee will cooperate with these schools in matters of mutual benefit when this cooperation is not expressly prohibited by law.

Procedurally, the following are steps for approval of a private school:

1. The school applies, in writing, for approval. The letter of application is sent to the Superintendent of Schools.
2. The school is provided with the "Checklist for Approval of a Private School" to review.
3. The school notifies the Superintendent that all conditions for approval have been met.
4. The Superintendent or his designee visits the school and reviews the checklist.
5. Upon successful review by the Superintendent's Office, a recommendation for approval is presented to the School Committee.
6. The school is notified of the School Committee's decision.
7. All approved schools shall be reviewed by the Superintendent's Office in August of each year. Failure to maintain the checklist standards shall result in a withdrawal of approval.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: CHECKLIST FOR APPROVAL OF A PRIVATE SCHOOL BY THE SCHOOL COMMITTEE

Category: EDUCATION AGENCY RELATIONS

Adopted: 12/6/05

File No.: LBCA-E

Revised:

Documentation Checklist for Approval of a Private School by the Southwick-Tolland-Granville Regional School District

For the purposes of annual review, please submit a copy of the following documents to the Office of the Superintendent a minimum of two (2) weeks prior to the scheduled meeting date for approval of the program by the Southwick-Tolland-Granville Regional School Committee.

Is scheduled for School Committee approval
on:

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- Philosophy and Goals of Program
 - Public Health Inspection Certificate
 - Fire Inspection Certificate**
 - Certificate of Occupancy**
 - Lead Paint Inspection Certificate**

 - School Calendar
 - Time on Learning Statement**
 - Curriculum Guides including scope & sequence and instructional objectives**
 - Student Assessment Regulations/Policies**
 - Graduation/Promotion/Retention Requirements**

 - Building Schematic for Administration, Staff, and Students**
 - Staff Certification Requirements/Attainments**
 - Student Records Procedures**
 - Statement of Financial Support**
 - Inventory of Materials, Textbooks, Equipment and Supplies**

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CHECKLIST FOR APPROVAL OF A PRIVATE SCHOOL

BY THE SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL COMMITTEE

Criteria		Comments	Met	Partially Met	Unmet
1.	Philosophy & Objectives				
	a. A clearly stated educational philosophy supported by definitively-stated objectives is available				
	b. The objectives are subjected to periodic review				
	c. A systematic and continuous evaluation of progress in achieving objectives is being utilized				
2.	Physical Plant/Safety				
	a. All of the following documents are on file and are current:				
	i. Public Health Inspection				
	ii. Fire Inspection				
	iii. Certificate of Occupancy				
	iv. Lead Paint (for children under 6 years of age)				
	b. The site, plant and equipment adequately support the program and are operated to ensure safety of the students				

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CHECKLIST FOR APPROVAL OF A
PRIVATE SCHOOL**

**BY THE SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL
COMMITTEE**

Criteria		Comments	Met	Partially Met	Unmet
3.	<i>Curriculum</i>				
	a. The curriculum offerings are consistent with the philosophy and objectives of the school				
	b. The curriculum offered is “equivalent” to that offered in the local school system generally, in terms of quantity of instructional time, and specifically, in terms of the following instructional areas:				
	i. Reading				
	ii. Math				
	iii. English, Language Arts				
	iv. Social Studies				
	v. Health, Physical Education				
4.	<i>Educational Materials</i>				
	a. Text books and/or individual instructional materials are adequate				
	b. There are chalkboards, bulleting boards, and display areas				
	c. Individual desks, chairs, and/or tables for each child are adequate				
	d. Adequate space exists for students’ and teachers’ supplies				

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CHECKLIST FOR APPROVAL OF A
PRIVATE SCHOOL**

**BY THE SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL
COMMITTEE**

Criteria		Comments	Met	Partially Met	Unmet
5.	<i>School Staff</i>				
	a. The school has a staff competent in its various assignments				
	b. The staff is sufficient in number to attain the objectives of the school				
6.	<i>Administration</i>				
	a. <i>A table of organization exists which clearly outlines lines of authority</i>				
	b. <i>The organization of the school facilitates the meeting of the defined objectives of the school</i>				
7.	Records				
	a. An adequate system of student records and permanent files is safely maintained				
	b. The student records are kept in compliance with state-mandated regulations, as applicable				
	c. The student records include				
	i. Cumulative record of attendance				
	ii. Health				
	iii. Progress in school				

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SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

		iv.	Results of objective tests				
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SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CHECKLIST FOR APPROVAL OF A
PRIVATE SCHOOL**

**BY THE SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL
COMMITTEE**

Criteria		Comments	Met	Partially Met	Unmet
8.	<i>Student Services</i>				
	The pupil personnel services provided for all students are balanced and comprehensive				
9.	<i>Financial Support</i>				
	Evidence exists that the school can adequately sustain the educational program				

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: STUDENT TEACHING AND INTERNSHIPS

Category: EDUCATION AGENCY RELATIONS

File No.: LDA

Adopted: 12/6/05

Revised:

The committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to committee approval.

The committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will devise procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the committee's policies.

SOURCE: MASC Policy

OURCE: MASC Policy