



M. Kate Carbone, Assistant Superintendent  
The Salem Public Schools  
City of Salem

Tel. (978) 740-1214

29 Highland Avenue, Salem, MA 01970

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## Home Education Plan Proposal

The Salem Public School District School Committee recognizes the right of parents to educate their children outside of a school setting as provided by General Laws Chapter 76, Section 1. The law requires, however, that a child being educated outside of school must also be instructed in a manner approved, in advance, by the superintendent or designee. The Salem Public School District does not approve home education programs for anything less than a full-time instructional program.

**Instructions:** Parents/guardians must obtain approval annually from the superintendent of schools or designee prior to beginning a home education program. Please complete this proposal and forward to M. Kate Carbone, Salem Public School, 29 Highland Avenue, Salem, MA 01970. This document is also located on the Salem website [www.salemk12.org](http://www.salemk12.org) and can be completed and emailed to [katecarbone@salemk12.org](mailto:katecarbone@salemk12.org)

I. Home Education Plan for the academic year: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Telephone (day): \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address (**Required**) \_\_\_\_\_

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

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

Current year: Age as of Sept. 1  Grade Level

II. Please describe the qualifications of the person(s) instructing the child. Include academic preparation, life experience, or other qualities that may enhance the quality of instruction. Teacher certification is not required.

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- III.** Please complete the attached sheets to describe the instructional program to be taught including subjects, scope, major goals and objectives for the child, and the methods to be used in each area. The subjects required by state law are English Language Arts, Mathematics, History/Social Science, Science and Technology/Engineering, Health and Physical Education, Arts, and World Languages (M.G.L. Chapter 71, Sections 1, 2, and 3 and related regulations: M.G.L. Chapter 69, Section 1D).
- IV.** Parents may select the method of evaluation that they wish to use to monitor student progress. Results of the evaluation are to be mailed to:

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Assistant Superintendent  
Salem Public Schools  
29 Highland Avenue  
Salem, MA 01970

- Portfolio with progress report submitted by June 30 of the home education year
- Standardized test results submitted by June 30 of the home education year.  
Name of test:
- An independent report made by someone acceptable to either the superintendent (or designed) and the house educator(s) and submitted by June 30 of the home education year.  
Name of Independent Reporter/Organization:

- V.** The following signature confirms the intent to provide a minimum of 900 hours of instruction at the elementary and middle school levels and 990 hours at the high school level.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

- VI.** The signature of the school official indicates final confirmation of this proposal. A copy of the signed form will be sent to the parents with approval letter.

\_\_\_\_\_  
Signature of Superintendent or Assistant Superintendent

\_\_\_\_\_  
Date

- VII.** Appeal process: If the parent/guardian is dissatisfied with the decision on this proposal, an appeal may be made in writing. Parents have the right to a hearing to explain their plan and answer any questions. They may be represented by counsel and shall be provided reasonable notice of the time and place of such a hearing.

*Textbooks and Materials*

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Please list the textbooks and materials for the following: Mathematics, English (reading, writing, English language and grammar), Social Studies (geography and history), Science, Art, Music, Physical Education, Health, and Foreign Language (Middle and High School).

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright: _____
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright: _____
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright: _____
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright: _____
Teaching Materials:	_____

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright:
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright:
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright:
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright:
Teaching Materials:	_____

Subject:	_____
Textbook:	_____
Publisher:	_____ Copyright:
Teaching Materials:	_____

## **Home Education Support Organizations**

### **Regional:**

*Massachusetts Home School Organization  
of Parent Educators (Mass HOPE)*  
5 Atwood Road  
Cherry Valley, MA 01611  
Phone: 508-755-4467  
Fax: 508-791-8165  
Website: <http://www.masshope.org>

*Massachusetts Home Learning Association*  
Website: <http://www.mhla.org>

*Catholic Homeschoolers in Massachusetts  
East (C.H.I.M.E.)*  
Phone: 978-794-4630  
Email: [CHIMEInfo@yahoo.com](mailto:CHIMEInfo@yahoo.com)

*Muslim Home School Network and Resource  
(M.H.S.N.R.)*  
Phone: 508-226-1638

*Northeast Office of the Homeschool Support  
Network*  
P. O. Box 1056  
Gray, ME 04039  
Phone: 207-657-2800  
*(This organization publishes a bi-monthly  
magazine: Home Educator: Family Times—  
contact is Shirley Minster)*

### ***Massachusetts Department of Education***

MA Dept. of Education  
350 Main Street  
Malden, MA 02148  
Phone: 781-388-3300  
Fax: 781-388-3396  
Website: <http://www.doe.mass.edu>

### **National:**

*Home School Legal Defense Association*  
P. O. Box 3000  
Purcellville, VA 20134  
Phone: 540-338-5600  
Fax: 540-364-2827  
Website: <http://www.hslda.org>

*National Home Education Research Institute*  
P. O. Box 13939  
Salem, Oregon 97309  
Phone: 503-364-1490  
Fax: 503-364-2827  
Website: <http://www.nheri.org>

