

## **Guidelines for Individual Home Instruction**

1. Parent/Guardian must file a letter of intent within 14 days of beginning home instruction within the district.
2. Within 10 days of receiving the letter of intent, the district must furnish the parent with a copy of C.R. 100.10 and an IHIP form.
3. Within 4 weeks of receiving it, the parents must submit the completed IHIP to the district.
  - a. The IHIP must include quarterly reports as followed
    - i. 1<sup>st</sup> quarter – November 30
    - ii. 2<sup>nd</sup> quarter – January 30
    - iii. 3<sup>rd</sup> quarter – April 30
    - iv. 4<sup>th</sup> quarter – June 30
  - b. Also, the IHIP must contain
    - i. The child's name, age and grade level
    - ii. A list of the syllabi, curriculum materials, textbooks or plan of instruction to be used in each of the required subjects listed in subdivision
    - iii. Dates for submission to the school district of the parents- quarterly reports as required
    - iv. The names of individuals providing instruction; and
    - v. A statement that the child will be meeting the compulsory educational requirements of Educational Law, section 3205 through full-time study
  - c. Required courses
    - i. For grades 1 – 6
      1. Math
      2. Reading
      3. Spelling
      4. Writing
      5. English language
      6. Geography
      7. US history
      8. Science
      9. health education
      10. music
      11. visual arts
      12. P.E.
    - ii. For grades 7 and 8
      1. English (two units)
      2. history and geography (two units)
      3. science (two units)
      4. math (two units)
      5. P.E. on a regular education
      6. health education on a regular basis; art (one-half unit)
      7. music (one-half unit)

8. practical arts on a regular basis
    9. Library skills on a regular basis.
  - iii. The following courses shall be taught at least once during the first eight grades:
    1. US history
    2. NYS history
    3. Constitution of the U.S. and N.Y.S.
  - iv. For grades 9 – 12
    1. English (four units)
      - One unit of American history
      - One-half unit in participation in Government
      - One-half unit of economics
    2. Social studies (four units)
    3. Math (two units)
    4. Science (two units)
    5. Art and/or music (one unit)
    6. Health ( one-half unit)
    7. P.E. (two units)
    8. Electives ( three units)
4. Within 10 business days of receiving the IHIP, the district must notify the parent whether it complies with the requirements of the regulation or give written notice of any deficiency. (registered mail is recommended)
  - a. The superintendent of schools is responsible for reviewing the IHIP and notifying the parents of its status.
  - b. If the superintendent of schools determines that a revised IHIP is not in compliance and the parents contest that determination, the parents may meet with the BOE to present evidence of compliance. The BOE then makes its determination of compliance or non compliance.
  - c. If the BOE finds the IHIP not in compliance the parents may appeal to the Commissioner of Education within 30 days of receiving notice of determination.
5. Within 15 days of receiving a notice of deficiency, the parent must submit a revised IHIP which corrects the deficiencies.
6. Within 15 days of receiving the revised IHIP, the district must notify the parent as to whether it complies with the regulation.

INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP)

20\_\_  
Cover Sheet

For the School Year Beginning \_\_\_\_\_ Date: \_\_\_\_\_

Ending \_\_\_\_\_

Student \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

Grade Level \_\_\_\_\_

Quarterly Reports are required as follows:

1<sup>st</sup> Quarter: November 30

2<sup>nd</sup> Quarter: January 30

3<sup>rd</sup> Quarter: April 30

4<sup>th</sup> Quarter: June 30

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Home School Instructor (if not parent)

# Individualized Home Instruction Plan (IHIP)

Student \_\_\_\_\_ Grade \_\_\_\_\_

Please describe the instructional plan for each required subject area. A syllabi, scope and sequence or table of contents from a textbook may be used if they describe the content that will be taught. Additional sheets may be attached.

English/Language Arts: (including reading, writing, spelling)

Arithmetic:

Science: (included life sciences and physical science)

Social Studies: (included geography, NY State/US History and Constitution, patriotism, and citizenship)

# Individualized Home Instruction Plan (Cont'd)

Student \_\_\_\_\_

Health: (include HIV/AIDS, alcohol/drug/tobacco abuse, arson prevention, fire/traffic/highway/bicycle safety education, child abuse)

Music:

Visual Arts:

Physical Education:

Library Skills: (Can be taught within the context of subject areas.)

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*Note: 1) Bilingual education or English as a second language should be provided here a need is indicated.*

*2) Although some subjects may be taught in integrated fashion (e.g. science/health) the IHIP must show content taught for each.)*

- a. Annual assessment. At the time of filing the fourth quarterly report as specified in the IHIP, the parent shall also file an **annual assessment** in accordance with this subdivision. The annual assessment shall include the results of a commercially published norm referenced achievement test which meets the requirements of paragraph (1) of this subdivision, or an alternative form of evaluation which meets the requirements of paragraph (2) of this subdivision.
1. Commercially published norm-referenced achievement tests.
    - i. The test shall be selected by the parent from one of the following: the Iowa Test of Basic Skills, the California Achievement Test, the Stanford Achievement Test, the Comprehensive Test of Basic Skills, the Metropolitan Achievement Test, a State Education Department test, or another test approved by the State Education Department.
    - ii. The test shall be administered in accordance with one of the following options, to be selected by the parents:
      - a. at the public school, by its professional staff;
      - b. at a registered nonpublic school, by its professional staff, provided that the consent of the chief school officer of the nonpublic school is obtained;
      - c. at a nonregistered nonpublic school, by its professional staff, provided that the consent of the superintendent of schools of the school district and of the chief school officer of the nonpublic school is obtained; or
      - d. at the parents' home or at any other reasonable location, by a New York State- certified teacher or by another qualified person, provided that the superintendent has consented to having said certified teacher or other person administer the test.
    - iii. The test shall be scored by the persons administering the test or by other persons who are mutually agreeable to the parents and the superintendent of schools.
    - iv. The test shall be provided by the school district upon request by the parent, provided that the cost of any testing facilities, transportation, and/or personnel for testing conducted at a location other than the public school shall be borne by the parent.
    - v. If a score on a test is determined to be inadequate, the program shall be placed on probation pursuant to subdivision (i) of this section. A student's score shall be deemed adequate if:
      - a. the student has a composite score above the 33rd percentile on national norms; or
      - b. the student's score reflects one academic year of growth as compared to a test administered during or subsequent to the prior school year.

2. Alternative evaluation methods. An alternative form of evaluation shall be permitted to be chosen by the parent only as follows:
  - i. for grades one through three, a written narrative prepared by a person specified in subparagraph (iii) of this paragraph;
  - ii. for grades four through eight, a written narrative prepared by a person specified in subparagraph (iii) of this paragraph. This alternative form of evaluation may be used no more often than every other school year for these grades;
  - iii. for the purposes of this paragraph, the person who prepares the written narrative shall be a New York State-certified teacher, a home instruction peer group review panel, or other person, who has interviewed the child and reviewed a portfolio of the child's work. Such person shall certify either that the child has made adequate academic progress or that the child has failed to make adequate progress. In the event that such child has failed to make adequate progress, the home instruction program shall be placed on probation pursuant to subdivision (i) of this section. The certified teacher, peer review panel or other person shall be chosen by the parent with the consent of the superintendent. Any resulting cost shall be borne by the parent.
3. If a dispute arises between the parents and the superintendent of schools, including disputes over the administration of the commercially published norm-referenced achievement test or the use of alternative evaluation methods, the parents may appeal to the board of education. If the parents disagree with the determination of the board of education, the parents may appeal to the Commissioner of Education within 30 days of receipt of the board's final determination.