

ACTION STEPS FOR HOME INSTRUCTION- Commissioners Regulations 100.10

<u>WHO</u>	<u>ACTION</u>	<u>TIME FRAME</u>
Parent	Sends written notice to superintendent (or designee) of intentions to instruct child at home.	By July 1 each year or within 14 days after commencing home instruction or moving into district
School District	Sends to parent a copy of the CR 100.10 and form for Individualized Home Instruction Plan (IHIP) for each child.	Within 10 business days after receiving notice from parent.
Parent	<p>Submits completed IHIP to school district which includes child's name, age, grade level, syllabi, curriculum materials, textbooks, or plan of instruction, dates parent will submit quarterly reports, name of instructor.</p> <p>Courses Required in IHIP:</p> <p><u>Grades 1-6:</u> math, reading, spelling, writing, English language, geography, US history, science, health, music, visual arts, physical education, if needed, bilingual education</p> <p><u>Grades 7-8:</u> English 2 units, history/geography 2 units, science 2 units, math 2 units, physical education regularly, art ½ unit, music ½ unit, health regularly, practical arts regularly, library skills regularly, (a unit means 6,480 minutes of instruction per year.)</p> <ul style="list-style-type: none"> • Required once during Grades 1-8: US history, NYS history, Constitutions of US and NYS. 	By August 15 each year <u>or</u> within 4 weeks of receipt of CR 100.10 and intention letter.

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Parent	<u>If necessary</u> , presents proof of compliance of IHIP to board of education	At regularly scheduled board of education meeting at least 10 days from mailing date of the superintendent's notice of HIP noncompliance.
Board of Education	<u>If necessary</u> , makes a final determination of the compliance or noncompliance.	At regularly scheduled board of education meeting at which parent presents proof of compliance of their IHIP.
Parent	<u>If necessary</u> , provides for instruction of their children at a public school or elsewhere if and when no appeal is left or available concerning the noncompliance of the IHIP.	Immediately
	<u>If necessary</u> , furnishes the superintendent written notice of arrangements made to provide their children with required instruction unless they are enrolled in public school.	Within 10 days following the date on which no appeal is left or available.
Children	Attend instruction	The substantial equivalent of 180 days and 900 hours per year of grades 1-6, and 180 days and 990 hours per year for grades 7-12.
Parent	Maintains records of attendance permitting absences on same basis as the district uses for its enrolled students.	Equivalent of 180 days per year
School District	May review records of attendance.	Upon request
Parent	Submits to the school district quarterly report for each child which lists hours of instruction, description of material covered in each subject in IHIP, grade in each subject <u>or</u> a written evaluation of child's progress. If 80% or less of course material listed in the IHIP for any subject is covered, submits written explanation.	On or before dates specified by parent in IHIP for quarterly reports.

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Parent	Determines if final evaluation will include commercially published norm-referenced achievement tests or written narrative at beginning of 4 th quarter.	On or before dates specified by parent in IHIP for quarterly reports.
Parent	Chooses achievement test for evaluation from among: <ul style="list-style-type: none"> ○ Iowa Test of Basic Skills ○ California Achievement Test ○ Stanford Achievement Test ○ Comprehensive Test of Basic Skills ○ Metropolitan Achievement Test ○ State Education Department (SED) Tests ○ Other SED approved tests 	
Parent and Superintendent	Determine where and who will administer and score achievement test following options: <ul style="list-style-type: none"> ○ Public School/professional staff ○ Registered nonpublic school/professional staff with consent of chief school officer ○ Nonregistered nonpublic school/professional staff with consent of superintendent of district and chief school officer ○ Other location/other person approved by superintendent 	
	In Grades 1-3, or, in alternate years Grades 4-8, instead of standardized testing, parent may choose to have a written narrative prepared by either: <ul style="list-style-type: none"> ○ Certified teacher, or ○ peer review panel, or ○ other approved person 	
	Upon parental request, provides test instrument used for annual assessment	During 4 th quarter

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Parent	Submits an annual assessment for each student which includes either results of test scores or a narrative report	At the time of filing the 4 th quarter report
School District	Determines composite scores on achievement tests adequate if they are : <ul style="list-style-type: none"> ○ Above 33 percentile on national norms <u>or</u> show 1 academic year's growth 	Following the submission of the annual assessment by the parent.
	If the child's annual assessment fails to be adequate, places student's program on probation for maximum of 2 years.	Following submission of annual assessment by parent
Parent	<u>If necessary</u> , submits a plan of remediation which addresses deficiencies in child's achievement.	Prior to district's acceptance of next annual plan
School District	<u>If necessary</u> , removes home instruction program from probation if child progresses to level specified in the remedial plan.	At end of any semester following beginning of probation
Superintendent	<u>If necessary</u> , may visit the home following 3 days written notice to ascertain areas of noncompliance. Visits must be made by superintendent or a designee and could include member of peer review panel.	Upon reasonable grounds of noncompliance with regulations
School	<u>If necessary</u> , notifies parents in writing of failure to comply with at least 75% of objective of remediation plan each semester or 100% of objectives of the remediation plan within 2 years and of next regularly scheduled board of education meeting which will fall 10 days past the notice's mailing date and parents' right to contest the determination	End of semester or after two years of probation.

