

Watertown City School District

Home Instruction

REQUIRED DOCUMENTS

1. NOTICE OF INTENT TO HOME INSTRUCT

Required: Notification to instruct any child of *compulsory school attendance age* at home. Children who have their sixth birthday on or before December 1 are considered to be of compulsory school age **as of the preceding September**.

An IHIP is required for children who will turn six by December 1.

An IHIP for students who will have their 16th birthday during the year (July 1- June 30) must be prepared for the **entire school year**.

Due: July 1 or within 14 days of commencing home instruction (if started during school year) **each year**.

Content:

- a. Name, age, grade and date of birth.
- b. Name, address and telephone number of parents or guardians.
- c. Name and address of person providing instruction
- d. Dates on which home instruction will begin and end

FORM: Appendix A-1 for an example of Notice of Intention for Home Instruction form

2. INDIVIDUAL HOME INSTRUCTION PLAN (IHIP)

Required: A separate plan for each child of *compulsory school attendance age* being instructed at home.

NOTE: An IHIP is required for children who reach their sixth birthday on or before December 1; IHIPs for children who will turn sixteen during the year must be prepared for the entire year.

Due: August 15 or within four weeks of receiving a response to a Letter of Intent from the Watertown City School District, whichever is later.

Content:

- a. Name, age and grade level
- b. Dates (between July 1 and June 30) on which quarterly reports of progress will be submitted to the school district, spaced in even and logical time spans.
- c. The names of all individuals providing instruction

Watertown City School District

Home Instruction

- d. A syllabi, list of curriculum materials, textbooks, or a plan of instruction to be used in **each required subject**. A table of contents from an appropriate textbook, or if available, a scope and sequence chart can be submitted if it describes the content that will be taught.

FORM(s): Appendix A-3.1 - IHIP K-6 WCSD
Appendix A-3.2 - IHIP 7-8 WCSD
Appendix A-3.3 - IHIP 9-12 WCSD

3. QUARTERLY REPORTS

Required: A record of achievement and number of hours of instruction submitted four times a year for each child.

Due: On or before the dates specified on the IHIP

Content:

- a. The number of hours of instruction completed during the quarter.
- b. A written description of the materials covered for each subject listed on the IHIP.
- c. A grade or written assessment of the student's progress
NOTE: Written assessments must indicate the progress achieved by the student. It cannot simply state that lessons were completed.
- d. If less than 80% of the instructional plan represented in the IHIP for the quarter has been achieved in any subject, a written explanation is required.

FORM(s): Appendix A-2.1 - Quarterly Report K-6 WCSD
Appendix A-2.2 - Quarterly Report 7-8 WCSD
Appendix A-2.3 - Quarterly 9-12 WCSD

4. ANNUAL ASSESSMENT

Required: A norm-referenced standardized achievement test, or an approved alternative that documents the level of achievement for each student, must be administered each year.

Due: At the time the fourth quarter report is submitted

I. STANDARDIZED TESTING

Selected by parents from the following:

Watertown City School District

Home Instruction

- Iowa Test of Basic Skills
- California Achievement Test
- Comprehensive Test of Basic Skills
- Metropolitan Achievement Test
- Stanford Achievement Test
- New York State Pupil or Regents Competency Exams

*Permission to substitute a test not on the above list must be obtained from the State Education Department **PRIOR to administration**. This proof must be provided to the district.*

A. Administration

Selected by parents from the following:

- At the public school, by its professional staff.
- At a registered nonpublic school by its professional staff, **with prior consent of its school's chief school officer.**
- At a non-registered nonpublic school by its professional staff, **with the prior consent of the both the Watertown City School District Superintendent or designee and the chief officer of the nonpublic school.**
- At parent's home or any reasonable location by a New York State certified teacher or other qualified person with the **prior consent of the Watertown City School District Superintendent or designee.**

NOTE: A parent who has been identified as the home school instructor may administer a standardized achievement test with the **prior consent of the Watertown City School District Assistant Superintendent or designee.**

B. Scoring

The test shall be scored by the person administering the test or by other qualified persons mutually agreeable to the parents and the Superintendent or designee.

C. Costs

The test shall be provided by the school district upon request of the parent (where available) When the test is administered at a location other than the public school, the cost of administration, including facilities, personnel and transportation shall be borne by the parents.

D. Results

A student's score shall be deemed adequate if the composite score is above the 33rd percentile on national norms, or reflects one academic year of

Watertown City School District

Home Instruction

growth compared to a test administered during or subsequent to the prior school year.

NOTE: A score below the 33rd percentile is considered inadequate and the program shall be placed on probation for a period of up to two years.

A remediation plan is required for home school programs placed on probation and is required to be submitted prior to submitting the IHIP for the next school year.

II. ALTERNATIVE EVALUATIONS

A written narrative completed by a qualified person is permissible as an alternative to a norm referenced test under the following conditions:

- a. Students in grades 1-3
- b. Students in grades 4-8 may be assessed by written narrative **every other year only.** (i.e. grades 4,6,8 or grades 3,5,7)

A. Administration

A qualified person such as a New York State certified teacher, home instruction peer group panel, or other person may be chosen by the parent with the consent of the superintendent or designee. A parent who has been identified as the home school instructor may also complete a narrative assessment **with the prior consent of the superintendent or designee.**

B. Results

In a narrative assessment, the administrator(s) certify that the student has made either adequate or inadequate progress based on the student work that has been reviewed.