

# Watertown City School District

## Home Instruction

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### OVERVIEW OF RESPONSIBILITIES

#### The parent/guardian is required to:

1. Submit to the home district superintendent or designee a **Letter of Intent** to home school by **July 1** each year, or within **14 days** of commencing home instruction (if program is started during school year).
2. Submit a **separate**, written Individualized Home Instruction Plan (**IHIP**) for each child being instructed at home. A single set of documents may not be used for more than one child. A separate plan must be submitted for each child individually. IHIPs are due by **August 15** or within **four weeks** of receiving a response to a letter of intent from the district.

If notified that the IHIP submitted is not acceptable, a revised IHIP correcting the deficiencies must be submitted within 15 days of notification, or by September 15, whichever is later.

3. Submit four **Quarterly Reports** on or before the dates specified on the IHP.
4. Submit a separate **Annual Assessment** for each child being instructed at home at the time the fourth quarterly report is submitted.

If notified that achievement levels do not meet state minimums, a remedial plan to correct deficiencies must be submitted with the IHIP for the next school year.

5. Conduct all communication with the Watertown City School District, Assistant Superintendent for Instruction.

#### The Watertown City School District will:

1. Respond to *the Letter of Intent* and provide appropriate information including a copy of the Commissioner's Regulations 100.10 and an IHIP form.
2. Review IHIPs submitted and respond by letter to the parents by **August 31** or within **ten business days** of receipt, whichever is later.

Revised IHIPs must be reviewed and parents notified of their compliance within **15 days** of receipt or by **September 30**, whichever is later.

3. Upon receipt of each quarterly report, the report will be reviewed for compliance and the parents will be notified by letter if the report(s) are **not** acceptable.
4. Determine the qualifications of the annual assessment test administrator. Review annual assessments submitted for compliance with Commissioner's Regulation 100.10, notify parents by letter of compliance or non-compliance, and notify the superintendent or designee of delinquent or inappropriate assessments. If progress is substandard, notify parents of their probationary status for home instruction and that a plan of remediation is required to be submitted with the IHIP for the next school year.
5. Provide limited technical assistance when requested by the parent in developing an IHIP, providing curriculum information, arranging for testing etc.