Home School Instruction Manual
Rochester City School District

Home School Department
Rochester City School District
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Dear Parents/Guardians:

The purpose of this manual is to assist parents/guardians who choose to home school their children understand the New York State Department of Education (NYSED) home school requirements according to NYSED Commissioner's Regulation (CR) Part 100.10.

The procedures outlined in this manual are utilized as the standard for reviewing all submitted documents, (including the Letter of Intent, Individualized Home Instruction Plans (IHIPs), Quarterly Reports, and Annual Assessments) and determining compliance required by the NYSED CR Part 100.10. We strongly recommend that families utilize the electronic fillable district forms for homeschooling which are located under documents and resources on the homeschool website: www.rcsdk12.org/homeschool and submit documentation electronically to the homeschool email address homeschool@rcsdk12.org. Parents/guardians are also encouraged to go to NYSED CR Part 100.10 and NYS Home Instruction Question and Answers for additional information.

Please note your child will not be enrolled into homeschooling until the IHIP has been received and complies with New York State Regulations. NYSED has authorized the Rochester City School District to review Home School documents for compliance.

Please read this manual carefully and remember the steps to follow, as it is essential that both you and the district maintain and submit timely records. For previously enrolled homeschooling students, proof of residency must be submitted on yearly basis along with the required home school documents.

Requirements for students enrolling for the first time:

- Birth certificate
- Proof of residency
- Photo identification of parent/guardian

Please do not hesitate to contact the Home School Department at 585-262-8492 or by email at Homeschool@rcsdk12.org if you have any questions.

Sincerely,

Home School Department

Steps to HOMESCHOOLING your child:

We strongly recommend that families utilize the electronic fillable district forms for homeschooling which are located under documents and resources on the homeschool website: www.rcsdk12.org/homeschool and submit documentation electronically to the homeschool email address homeschool@rcsdk12.org. Parents/guardians are also encouraged to go to NYSED CR Part 100.10 and NYS Home Instruction Question and Answers for additional information.

STEP 1

Submit Letter of Intent (Single Child, Multiple Children)

- Written Letter of Intent to home school can be submitted to the Superintendent or directly to Home School Department by July 1st to 131 W. Broad Street, Rochester, NY 14614 or **HomeSchool@rcsdk12.org**

STEP 2

Submit Individualized Home Instructional Plan (IHIP) (K-6, 7-8, 9-12)

- The IHIP must include your plan of instruction; a list of the textbooks/resources you will use; a list of dates you intend to submit your quarterly informational reports; and the name of parent/guardian who is providing instruction. *Please submit the IHIP 30 days or sooner after submitting the Letter of Intent.*

STEP 3

Submit Quarterly Report and Annual Assessments

- Quarterly Reports must include: total hours of instruction provided that quarter; a description of material covered in each subject area; and a grade for each subject area on or before the dates indicated on your IHIP (approximately every 70 to 75 days).
- At the time of filing the fourth quarterly report, the parent/guardian shall also file an annual assessment in accordance with NYSED Commissioner's Regulation 100.10.

NOTE:
If documentation of home schooling is not submitted, the district should notify parents/guardians by phone and mail that the evaluation is due and set a reasonable date for its submission. If the information is not forthcoming, the district is without evidence that instruction has been taking place. In that case, the district would be obligated to report the case to Child Protective Services as a case of suspected educational neglect.

INDIVIDUALIZED HOME INSTRUCTION PLAN SUBJECT REQUIREMENTS

Please see below for Individualized Home Instruction Plan subject requirements by grade level.

Kindergarten Curriculum

(For children age 6 or older)

Please note – According to NYS regulations no Letter of Intent, IHIP, Quarterly Reports or Year-End Assessment are necessary for children 5 and under. *Education Law 3205 requires children who turn six on or before December 1 to receive instruction from the start of the school year in September of that year. Children who turn six after December 1 must begin to receive instruction no later than the first day of school the following September.

Kindergarten doesn't have a required curriculum, although Letter of Intent, IHIP, Quarterly Reports and Year-End Assessment are still necessary if your child's age mandates reporting*.

This is included as a model to assist with planning.

Kindergarten might include:

- Reading Readiness
- Math Readiness
- Language Development
- Patriotism and Citizenship
- Health Education (alcohol/drug/tobacco abuse, bicycle/highway/fire safety)
- Music
- Visual Art
- Physical Education

*Note: For an overview of the required components for compulsory age, see State Education Department regulations at www.p12.nysed.gov/sss/lawsregs/3205

Grades 1-12 Curriculum

Listed below are subjects of instruction required of students in grades 1-6, 7-8, and 9-12. Please go to the homeschooling website which includes Individualized Home Instruction Plans by grade level for your use (www.rcsdk12.org/homeschool) or click the links below:

Kindergarten-6
Grades 7-8
Grades 9-12

Subjects Grades 1-6	Subjects Grades 7-8	Units Grades 7-8	Subjects Grades 9-12	Units Grades 9-12
English/Language Arts Reading Writing Spelling Speaking/Listening	**English** Reading Writing Speaking/Listening	2	**English**	4
Mathematics	**Mathematics**	2	**Mathematics**	2
Science Life science Physical science	**Science** Life science (recommended) Physical science (recommended)	2	**Science** Life science (recommended) Physical science (recommended)	2
Social Studies Citizenship & Patriotism Geography NY State History (4th grade) US History & Constitution (5th grade) Local History	**Social Studies** Citizenship & Patriotism Geography Global History (7th grade) US History & Constitution (8th grade) NYS History & Constitution	2	**Social Studies** Global History I (recommended) Global History II (recommended) U.S. History (required) Participation in Government (required) Economics (required)	4
Health alcohol/drug/tobacco abuse, bicycle/highway/fire safety	**Health** alcohol/drug/tobacco abuse, bicycle/highway/fire safety	Regularly	**Health** alcohol/drug/tobacco abuse, bicycle/highway/fire safety	½
Music	**Music**	½	**Visual Arts/Music**	1
Visual Arts	**Visual Art**	½	**Physical Education**	2
Physical Education	**Practical Arts** (life skills) Including cooking, cleaning, personal finances, sewing, etc.	Regularly	**Electives**	3.0
Bilingual Education (including English as a Second Language)-if needed	**Library Skills** (May be taught within the context of subject areas)	Regularly	**Languages Other than English**	optional
	Physical Education	Regularly		

1 Unit = 180 minutes per week **Total hours:** **Grades 1-6**= 900 hours **Grades 7-12** = 990 hours

NYSED Curriculum Information:

- http://www.nysed.gov/curriculum-instruction
- http://www.nysed.gov/curriculum-instruction/engageny

Additional Information:

Quarterly Reports

On or before the dates specified by the parent/guardian in the IHIP, a quarterly report for each child shall be submitted to the school district four times a year. The Quarterly Report must include the following:

1. Number of hours of instruction during each quarter
2. Description of the material covered in each subject listed in the IHIP
3. Either a grade for each subject area or a written narrative evaluating the child's progress
    a. RCSD recommends including numerical grades be included in the quarterly reports for students in grade levels 9-12
4. Written explanation in the event that less than 80 percent of the amount of the course materials as set forth in the IHIP planned for that quarter has been covered in any subject

Attendance Requirements

Each child shall attend instruction as follows:

1. Substantial equivalent of 180 days of instruction shall be provided each school year
2. Cumulative hours of instruction for grades 1 through 6 shall be 900 hours per year
3. Cumulative hours of instruction for grades 7 through 12 shall be 990 hours per year
4. Records of attendance shall be maintained by the parent/guardian and shall be made available to the RCSD upon request
5. Instruction provided at a site other than the primary residence of the parent/guardian shall be provided in a building which has not been determined to be in violation of the local building code

Annual Assessments

An Annual Assessment is due by June 30 each school year.

Annual Assessment Criteria per grade level:

- **Grades K– 3:** have the option of submitting a narrative assessment each year or taking a national assessment such as 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 any other test approved by the State Education Department (most can be found on the Internet - families are responsible for the cost of assessment).
- **Grades 4-8:** have the option of submitting a narrative assessment or taking a national assessment such as the Iowa Test of Basic Skills, the California Achievement Test, the Stanford Achievement Test, the Comprehensive Test of Basic Skills, the Metropolitan Achievement Test (most can be found on the Internet - families are responsible for the cost of assessment), or taking a NYS assessment (Please contact the Director of Testing for NYS testing schedule and further instructions). *A narrative assessment can only be submitted every other year*.

- **Grades 9-12:** must take one of the approved annual assessments and submit the results each year:
    - NYS Regents exams (Please contact the Director of Testing for NYS testing schedule and further instructions)
    - Commercially published norm-referenced achievement tests: the Iowa Test of Basic Skills, the California Achievement Test, the Stanford Achievement Test, the Comprehensive Test of Basic Skills, the Metropolitan Achievement Test, or a State Education Department test (most can be found on the Internet - families are responsible for the cost of assessment)
    - Narrative Assessments are not accepted for students in 9th-12th Grades

Steps to take a NYS assessment in an RCSD school:

1. The parent/guardian must ensure the student is up to date with all required immunizations and provide verification
2. Contact Director of Testing, Nancy Eichner via email to begin the process (NancyA.Eichner@rcsdk12.org)
    a. **Grades 3-8:** NYS testing notification is needed by March 1st
    b. **Grades 9-12:** Regents exams notification is needed by May 26th
3. Parent/Guardian will work with Director of Testing to locate a school that is close by where the student is living to determine the location of testing
4. Director of Testing will reach out to the principal to verify that they can accommodate the student
5. If the student is Special Education, we would need a copy of their IEP
6. Director of Testing will communicate the date and time of the assessment
    a. Parent/guardian is responsible for transporting the student to the testing site on all testing dates

Online Schools:

Online schools are schools that offer courses, credits, and diplomas via the Internet. As of the 2022-23 school year, there are no registered online schools in New York State. Parents/guardians may use online schools as part of their curriculum for homeschooling. However, they must provide all necessary documentation outlined in NYSED Commissioner's Regulation (CR) Part 100.10 (Letter of Intent, Individualized Home Instruction Plan, Quarterly Reports, and Annual Assessment) and be enrolled in Homeschooling.

Special Education Services:

1. For students already classified as a student with a disability:
    - **If the student is a current resident of the district already being home schooled**
        - The parent must submit a written request for special education services annually by June 1st to receive services starting the following September
    - **If the student is a current resident attending a public or charter school and changing to home schooling mid-year**
        - The student will not be eligible for special education during home schooling in the current school year unless a letter requesting home schooled special education for the year was received by June 1st of the prior year

- **<u>If the student is a current resident attending a public or charter school and changing to home schooling for the upcoming year</u>**
    - The family must submit a written request for home schooled special education services by June 1st of the current year to receive services starting in September
- **<u>If the student is a resident of another district, moving into RCSD in the current school year, and planning on home schooling</u>**
    - The parent must request home schooled special education services within 30 days of moving into the RCSD district in order to receive services in the current year. By June 1st, the family must additionally request in writing, services for the following September.
- **<u>If the student is a resident of another district, moving into RCSD for the upcoming year</u>**
    - The family must request special education services for their home schooled student by June 1st of this year in order to receive services starting in September of the upcoming year

2. For students newly classified as a student with a disability:
    - **<u>If the student is school-age and newly classified as a student with a disability prior to April 1st of the current year and being home schooled by the parent</u>**
        - The parent must sign the consent for "initial provision of services" following the eligibility CSE meeting in order to receive services in the current year. By June 1st, the family must additionally request in writing, services for the following September.
    - **<u>For students classified as a student with a disability after April 1st of the current year and wanting home schooled special education services</u>**
        - The family must sign consent for "initial provision of services" following the CSE. This will count for the remainder of this school and for the following school year. In subsequent years, a request must be made by June 1st for following years while home schooling.
    - **<u>If the student is a pre-schooler with disabilities who will be school-age in the upcoming year and the family wants home schooled special education services for the upcoming year</u>**
        - The student must go through their CPSE to CSE meeting and be found eligible for special education at school age, and the family must submit a request for home schooled special education services in writing by June 1st. If the meeting is held on or after April 1st, the family has 30 days from the meeting or until June 1st (whichever date is later) to submit the written request.
3. Requests in writing for home schooled special education services should be mailed to RCSD, Special Education Dept – c/o external education, 131 W. Broad Street, Rochester, NY 14614. It may also be emailed to the Director of External Special Education whose email address can be found on RCSDk12.org.
    - **<u>No specific form is needed</u>**, but the request must state that you wish to receive special education services for your home schooled student with a disability for the upcoming year (or for this year if moving into the district mid-year). It must include the student name, your name, signature, and date.
4. Appeals for extenuating circumstances – in the event that a family wishes home schooled special education and did not meet the request timelines, they may appeal directly to the Director of External Special Education. An appeal is not a guarantee of approval.

Action Steps

Due Date	Required	Person
By July 1 each year or by 14 days of commencement or moving to the school district.	A written letter notifying the Home School Office the intention to instruct your child at home.	Parents/ Guardians
Within 10 days after receiving notice from parent/guardian.	Send parent/guardian a copy of Commissioner's Regulation Section 100.10 and a form for the **Individualizes Home Instructional Plan (IHIP)** for each child.	Rochester City School District
With 30 days of receiving the Manual or package of required Home School forms.	Submit a complete **IHIP** to the school district that includes child's name, age, grade level, quarterly report submission dates and the name of the instructor.	Parents/ Guardians
By August 31 each year or, within 10 business day of receipt of IHIP	Notify parents/guardians of **IHIP** compliance or give written notice of deficiencies.	Rochester City School District
Within 15 days of receipt of notice of deficiency in IHIP	Submit a revised **IHIP** to school district	Parents/ Guardians
On or before dates specified in IHIP	Submit to the school district a quarterly report for each child being home schooled. It shall list hours of instruction, description of material covered and subject listed in the **IHIP** or a written evaluation of child's progress including student's name, grade and subject.	Parents/ Guardians
At time of filing the 4th quarterly report specified in the IHIP by June 30th	Submit an annual assessment that shall include test results or a narrative report for each child taught at home.	Parents/ Guardians

<u>How important is it for parents/guardians to deliver the documents required by New York State CR Part 100.10 Homeschooling</u>?

Very important. If documentation of home schooling is not submitted, the district should notify parents/guardians by phone and mail that the evaluation is due and set a reasonable date for its submission. If the information is not forthcoming, the district is without evidence that instruction has been taking place. In that case, the district would be obligated to report the case to Child Protective Services as a case of suspected educational neglect.

The district will send:

1- Reminder card
2- Letter
3- Phone call
4- Inform Child Protective Services

Resources for Homeschooling

New York State Guidance:

- New York State Homeschool Regulations
  - https://www.nysed.gov/curriculum-instruction/10010-home-instruction
- New York State Homeschool Guidance
  - https://www.nysed.gov/nonpublic-schools/home-instruction
- New York State Homeschool Questions and Answers
  - https://www.nysed.gov/nonpublic-schools/home-instruction-questions-and-answers

Homeschool Organizations:

- Homeschool New York
  - https://www.leah.org
- Rochester Area Homeschoolers Association
  - https://rochesterareahomeschoolers.org
- Grace Collaborative-Rochester Area Homeschool Community:
  - https://graceroc.com/
- Homeschool.com-online Homeschooling Community
  - https://www.homeschool.com/
- Homeschoolers of Greater Rochester-Facebook group
  - https://www.facebook.com/groups/557934774262272

Curriculum/Resources:

- Monroe County Library System
  - https://libraryweb.org
  - List of locations and hours: https://libraryweb.org/hours/locations-hours
- CK-12: Free online resource including math, science, social studies, and more
  - https://www.ck12.org/student/
- XtraMath: Math resources
  - https://home.xtramath.org/
- Reading Bear: Beginning reader resources
  - https://www.readingbear.org/
- National Geographic Kids: online resource with videos, games, articles
  - https://kids.nationalgeographic.com/
- Khan Academy: nonprofit that provides free educational content
  - www.Khanacademy.org
- PBS Learning Media: free, standards-aligned videos, interactives, lesson plans and more
  - https://ny.pbslearningmedia.org/
- Roc Music: offers local music classes
  - https://www.rocmusic.org/
- John Holt-Growing Without Schooling Website
  - www.johnholtgws.com
- Kids out and About: Lists community activities and events for children
  - https://rochester.kidsoutandabout.com/
- Easy Peasey All-in-One Homeschool-free Christian homeschool curriculum
  - https://allinonehomeschool.com
- Gates Public Library-resources for homeschooling families
  - https://gateslibrary.org/digital-library/homeschooling-resources/

Assessments:

- Seton Testing site: Links several norm-referenced accepted Annual Assessments
  https://www.setontesting.com/