

Regulation

SUPPORT OPERATIONS

8200.1

HOME INSTRUCTION – ADMINISTRATIVE REGULATION

This regulation is issued pursuant to Policy 8200 and 8 NYCRR § 100.10. It is administrative in nature and does not require Board of Education approval. All references to 'Superintendent' mean the Superintendent of Schools or their designee. All references to 'parent(s)' mean parent(s)/guardian(s) or other persons in parental relation to the student.

I. Purpose and Legal Authority

This regulation establishes procedures for home instruction of students of compulsory school attendance age residing within the Watertown City School District, consistent with NYS Education Law §§ 3204(2), 3205, 3210(2)(d), 3212(2), 3602-c and 8 NYCRR § 100.10.

II. Content of the Individualized Home Instruction Plan (IHIP)

A. Each child's IHIP shall contain all of the following:

1. The child's name, age, and grade level:
2. A list of the syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects listed in 8 NYCRR § 100.10(e):
3. The dates for submission to the District of the parent(s)/guardian(s)' quarterly reports, as required, spaced in even and logical periods:
4. The names of the individual(s) providing instruction: and
5. A statement that the child will be meeting compulsory education requirements through full-time study at a degree-granting institution (enrollment for at least 12 semester hours per semester or equivalent), if applicable, identifying the institution and subjects covered.

The District shall provide assistance in IHIP preparation if requested by the parent(s)/guardian(s).

III. Notification and Approval Procedure

- A. **Annual Notification:** Parent(s)/guardian(s) shall annually provide written notice of intent to home-instruct by July 1st of each school year.
- B. **Late Start/New Residents:** Written notice required within fourteen (14) days of commencement of home instruction if commencing after the start of the school year or upon establishing residence in the District.

REGULATION

SUPPORT OPERATIONS

8200.1

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

- C. District Response - Materials (10 business days): Within ten (10) business days of receipt of notice of intent, the District shall send parent(s)/guardian(s): (1) a copy of this regulation; (2) a copy of 8 NYCRR § 100.10; and (3) an IHIP form.
- D. IHIP Submission (4 weeks / August 15): Within four (4) weeks of receipt of materials in Section I11.C, or by August 15th, whichever is later, parent(s)/guardian(s) shall submit the completed IHIP to the District.
- E. Compliance Notice (10 business days / August 31): Within ten (10) business days of receipt of the IHIP, or by August 31st, whichever is later, the Superintendent shall notify parent(s)/guardian(s) of compliance or provide written notice of any deficiency.
- F. Deficiency Correction (15 days / September 15): Within fifteen {15} days of receipt of deficiency notice, or by September 15th, whichever is later, parent(s)/guardian(s) shall submit a revised IHIP.
- G. Revised IHIP Review (15 days / September 30): The Superintendent shall review the revised IHIP and notify parent(s)/guardian(s) as to compliance. If not in compliance, parents shall be notified in writing with reasons and the date of the next Board meeting held at least ten (10) days after mailing.
- H. Board Hearing: If parent(s)/guardian(s) contest a noncompliance determination, they must notify the Board at least three (3) business days before the scheduled meeting. At such meeting, parent(s)/guardian(s) may present proof of compliance; the Board shall make a final determination.

IV. Right of Appeal

- A. Parent(s)/guardian(s) may appeal any final School District determination of noncompliance to the Commissioner of Education within thirty (30) days after receipt of such determination.
- B. When administrative review is completed, parent(s)/guardian(s) shall immediately provide for the instruction of their children in compliance with Ed Law §§ 3204 and 3210.
- C. Within ten (10) days after administrative review is completed, parent(s)/guardian(s) shall furnish the Superintendent with written notice of instructional arrangements, unless the child is enrolled in a public school.

V. Attendance Requirements

REGULATION

SUPPORT OPERATIONS

8200.1

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

- A. Each child shall receive the substantial equivalent of one hundred eighty (180) days of instruction each school year.
- B. Cumulative hours: 900 hours/year for Grades 1-6; 990 hours/year for Grades 7-12.
- C. Absences shall be permitted on the same basis as for District students.
- D. Parent(s)/guardian(s) shall maintain attendance records, available to the District upon request.

VI. Quarterly Reports

- A. On or before the dates specified in the IHIP, a quarterly report shall be furnished by parent(s)/guardian(s) to the District.
- B. Each quarterly report shall include: (1) hours of instruction during the quarter; (2) description of material covered in each IHIP subject (3) a grade or written narrative evaluating the child's progress; and (4) a written explanation if less than 80% of planned course material has been covered in any subject.

VII. Annual Assessment

- A. At the time of the fourth (4th) quarterly report, parent(s)/guardian(s) shall also file an annual assessment.
- B. The annual assessment shall include results of a commercially published norm-referenced achievement test or an alternative evaluation form per 8 NYCRR § 100.10(h).
- C. A student's score shall be deemed adequate if: (1) the composite score is above the 33rd percentile on national norms; or (2) the score reflects one academic year of growth compared to the prior year's test.
- D. Alternative evaluation (written narrative) is permitted for Grades 1-3 (annually) and Grades 4-8 (every other year), prepared by a NYS certified teacher, home instruction peer review panel, or Superintendent-approved qualified person who has interviewed the child and reviewed a portfolio.
- E. Disputes regarding assessment administration or methods may be appealed to the Board, and then to the Commissioner of Education within thirty (30) days of the Board's determination.

REGULATION

SUPPORT OPERATIONS

8200.1

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

VIII. Probation

- A. If a child's annual assessment fails to meet the requirements of Section VII, the home instruction program shall be placed on probation for up to two (2) school years.
- B. Parent(s)/guardian(s) shall submit a remediation plan addressing achievement deficiencies, subject to District review and required revisions prior to acceptance.
- C. If the child progresses to the level specified in the remediation plan at the end of any semester, the program shall be removed from probation.
- D. If the child does not attain 75% of remediation plan objectives at the end of any probationary semester, or if 100% of objectives are not met after two years, the Superintendent shall issue a notice of noncompliance.
- E. The Board shall review any noncompliance determination under Section VIII. D (parent(s)/guardian(s)' consent to review not required).
- F. If during probation the Superintendent has grounds to believe the program is in substantial noncompliance, the Superintendent may require home visitation(s) after three (3) days written notice.

IX. Participation Limitations

- A. Interscholastic Sports and Extracurriculars: Home-instructed students are not eligible to participate in interscholastic sports (8 NYCRR § 135.4(c)(7)(ii)(b)(2)) or District extracurricular activities.
- B. Textbooks and Materials: The District will not provide textbooks or instructional materials {including library materials, digital resources, technology devices, software) to home-instructed students.
- C. Health Services: The District is not required to furnish health services to home-instructed students.
- D. Remedial Programs: The District is not responsible for providing remedial programs to home-instructed students.
- E. Career, Technical, and Gifted Education: The District is not authorized to provide occupational/vocational, career and technical education, or gifted education programs to home-instructed students.

REGULATION

SUPPORT OPERATIONS

8200.1

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

- F. Special Education Services: Solely for purposes of Ed Law § 3602-c. home-instructed students with disabilities are deemed enrolled in a nonpublic school. The CSE will develop an IESP for eligible students with disabilities. The Board will determine where services are provided. which may, but is not required to, be in the student's home.
- G. Student Identification Cards: The District is not responsible for providing student identification cards to home-instructed students.
- H. Use of School Facilities: Home-instructed students may not use school facilities except as provided under the District's Use of School Facilities policy.

Watertown City School District
Approved by the Superintendent: 04/21/26*