

General Information for Home School Instruction

*Disclaimer: This guide was prepared by Janell Hallgren, of the Erie 1 BOCES Home School Monitoring Service. It is based on Commissioner's regulations Part 100.10, however, it is not meant to be the rendering of legal advice.
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Notice of Intent to Home School

Although not required, the District will send a reminder and request for the Notice of Intent to Home School form to the current home schooling families (ideally by June 1st). Parents or other persons in parental relation to a student of compulsory school attendance age must provide annual written notice to the Superintendent of Schools of their district of residence of their intention to educate their child or children at home by July 1st of each school year. This notice may be provided to the District in a letter format or on a District provided form.

Within 10 business days of the receipt of the Notice of Intent, the District must send a copy of Commissioner's regulations Part 100.10, suggested Quarterly Report submission dates, and sample IHIP forms. General Information for Home School Instruction (this guide) may also be provided to the parents.

IHIP (Individualized Home Instruction Plan)

Within four weeks of receiving the materials listed above from the District, or by August 15th, whichever is later, the parent must submit the completed IHIP to the District. The District may provide general assistance with the forms, if requested by the parents. Within 10 business days of receipt of the IHIP, the school District will either notify the parent that the IHIP complies with the requirements of the regulations or give the parents written notice of any deficiencies in the IHIP. The IHIP may be submitted to the District on sample forms as provided by the District, or in another format as developed by the parents or instructors.

Since this District is working in conjunction with the Home School Monitoring Service through Erie I BOCES, there may be a slight delay with this timeline, as the District will typically wait until all of the IHIPs have been received and then have the IHIPs reviewed as a group by the Home Schooling Monitoring Auditor. If you have any concerns or wish to have your IHIP reviewed immediately, please contact the District.

Regardless of what format or form is used, each child's IHIP must include:

- The child's name, age, and grade level;
- A list of the syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects;
- The dates that each quarterly report will be submitted. These reports should be spaced in even and logical periods. The District will offer suggested dates to follow based on the 40 week school District calendar;
- The names of each individual who is providing education for the student;
- *If* student will be attending a degree institution to meet the compulsory educational requirements of Education Law, then the following must also be included: the name of the degree-granting institution; subjects to be covered, and a statement indicating that the student is enrolled for at least 12 semester hours.

Quarterly Reports

On, or before the dates specified by the parent in the IHIP, a Quarterly Report for each child will be submitted to the District. The Quarterly Reports may be submitted to the District on sample forms as provided by the District, or in another format as developed by the parents or instructors. After the

Quarterly Report is reviewed by the Audit, you will receive notification that the report is either in compliance or if additional information is needed.

Regardless of what format or form is used, the Quarterly Report **must** include:

1. The number of hours of instruction during each quarter.
 - The actual number of hours of instruction for the quarter or by each subject must be provided.
 - The report cannot simply state that the required number of hours were completed. See the charts below for further information on the required hours of instruction.
2. A description of the material covered for each subject listed in the IHIP.
 - In place of the description, you may provide copies of the table of contents of the textbooks used, highlighting the chapters covered for that quarter.
 - If you child is enrolled in an online program, you may provide a computer printout if it clearly shows what material was covered for the quarter.
3. A grade for each subject or a written narrative evaluating the student's progress.
 - An evaluation must assess the level of achievement obtained by the student. It cannot simply state that lessons were completed.
 - You may use numeric grades, letter grades, or a scale such as: above average, satisfactory progress, or needs improvement, etc.
4. A written explanation if less than 80% of the material planned for that quarter has been covered.

Required Courses by Grade Level

Grades 1-6	Required Courses	Required Hours Per Year
		<i>Approximate hours per course:</i>
	Arithmetic	100 hours per year
	Reading	100 hours per year
	Spelling	100 hours per year
	Writing	100 hours per year
	English	100 hours per year
	Geography	100 hours per year
	US History	100 hours per year
	Science	100 hours per year
	Health	25 hours per year
	Music	25 hours per year
	Visual Arts	25 hours per year
	Physical Education	25 hours per year
	Bilingual Education and/or English as a Second Language when needed	
<i>The following courses should be taught at least once during the first eight grades.</i>	✓ US History ✓ NYS History ✓ Constitutions of the United States and New York State	
Note: IHIPs and Quarterly reports are not required for kindergarten students. However, if you wish to submit them, they will be reviewed by the Auditor.		Total of 900 hours per year or @225 hours per quarter

Grades 7-8	Required Courses	Required Hours Per Year
<i>Total Units Required to Complete Grades 7-8</i>		<i>Approximate hours per course:</i>
2 Units	English	200 hours per year
2 Units	History and Geography	200 hours per year
2 Units	Science	200 hours per year
2 Units	Mathematics	200 hours per year
On a regular basis	Physical Education	@80 hours per year (based on 2 hours of exercise or activities per week)
On a regular basis	Health Education	@15 hours per year
1/2 Unit	Art	54 hours, once in either grade 7 or 8, or spaced over the two years
1/2 Unit	Music	54 hours, once in either grade 7 or 8, or spaced over the two years
On a regular basis	Practical Arts	@15 hours per year
On a regular basis	Library Skills	@15 hours per year
<i>The following courses should be taught at least once during the first eight grades.</i>	✓ US History ✓ NYS History ✓ Constitutions of the United States and New York State	
		*Total of 990 hours per year or @247.5 hours per quarter
NOTE: The above <i>example</i> equals total of 994 hours per school year, assuming art is taught in one year and music is taught in the other year. The combination of hours may vary according to your curriculum, but the total number of hours must equal a minimum of 990 hours per year. You may also add electives, such as foreign language, bible study, community service, etc. Keep track of how many hours you actually teach for each course.		

Kindergarten - 12	Required Courses	
<i>NYS Education Law requires these subjects to be covered during grades Kindergarten through 12:</i>	✓ Patriotism and citizenship; ✓ Health Education regarding alcohol, drug and tobacco misuse; ✓ Highway safety and traffic regulations, including bicycle safety; and ✓ Fire and arson prevention and safety.	

A Special Note Regarding the Calculating of Hours vs. Units in Grades 7-12

Per Commissioner's regulations, a unit is defined as 6,480 minutes or 108 hours of instruction per year. However, Commissioner's regulations also state that the cumulative hours of instruction for grades 7-12 is 990 hours. Therefore, you must teach more than the number of hours as defined by a unit. The combination of hours may vary according to your curriculum, but the total number of hours **must** equal a **minimum** of 990 hours per year.

Grades 9-12	Required Courses	Required Hours Per Year
<i>Total Units Required to Complete the High School Program</i>		<i>Approximate hours per course:</i>
4 Units	English	200 hours per year
4 Units	Social Studies which includes the following: 1 Unit of American History, 1/2 Unit of Participation in Government, 1/2 Unit of Economics	200 hours per year
2 Units*	Math	200 hours per year
2 Units*	Science	200 hours per year
1 Unit	Art and/or Music**	108 hours (<i>Art and/or music may be taught once during high school, or may be spaced out as 27 hours per year</i>)
1/2 Unit	Health	@60 hours (<i>Health may be taught once during high school, or may be spaced out as 15 hours per year</i>)
2 Units	Physical Education	60 hours per year (<i>based on 1.5 hours of exercise or activities per week</i>)
3 Units	Electives	108 hours per year
		Total of 990 hours per year or @247.5 hours per quarter
NOTE: The above <i>example</i> equals total of 968 hours per school year, including the four core subjects, along with art or music, and PE. Particularly at the high school level, <i>the combination of hours may vary according to your curriculum and electives, but the total number of hours must equal a minimum of 990 hours per year.</i> Keep track of how many hours you actually teach for each course. *Only two years of Math and Science are required to be completed. After the first two years, students will either have to increase English and Social Studies to 400 hours per year, continue in Math and/or Science at 200 hours per year, add electives, or some combination to fulfill the hourly requirements. **After the one unit of art or music is completed, students may continue with art or music as electives, or may chose other electives, such as foreign languages, religion, home and career courses, technology or computer courses, theater programs, internships, community service, etc.		

Attendance Requirements and Minimum Hours of Instruction

- The substantial equivalent of 180 days of instruction shall be provided each school year.
- The cumulative hours of instruction for grades 1 through 6 shall be a minimum of 900 hours per year.
- The cumulative hours of instruction for grades 7 through 12 shall be a minimum of 990 hours per year.
- Absences are permitted on same basis as stated in School District Attendance Policy.
- Records of attendance will be maintained by parent and made available to the District upon request.

Annual Assessments:

An Annual Assessment is required every year. When the third quarter report is submitted, the parent should indicate the plan for the annual assessment that will be used. When the fourth Quarterly Report is submitted, the parent must also include the annual assessment that was administered, including the grades or results.

Annual Assessment - Options in Grades 1-3:

- Written Narrative, or
- commercially published norm-referenced achievement test

Annual Assessment - Options in Grades 4-8:

- Written Narrative**, or
- commercially published norm-referenced achievement test

****NOTE:** In Grades 4-8, a Written Narrative may be used *every other year only*. For the opposing years, a commercially published norm-referenced achievement test must be used.

*For example, if you choose to use a Written Narrative at the end of 4th grade, you **must** administer an achievement test at the end of the 5th and 7th grades. If you administer an achievement test at the end of 4th grade, you may choose to submit a Written Narrative at the end of the 5th and 7th grades, if you wish.*

Written Narratives:

- Must be prepared by a NYS certified teacher, a home instruction peer group review panel, or another person who has interviewed the child and reviewed a portfolio of the child's work.
- Narratives must include:
 - Certification that the child has satisfactorily completed at least 80% of the required material for this year and has met or exceeded 900 (or 990) hours of instruction;
 - A summary of the curriculum over the course of the year;
 - Certification that child has made adequate academic progress and is prepared to move to the next grade level, OR
 - that the child has failed to make adequate progress; and
 - Signature of the parent or instructors.
- An example of a Written Narrative can be provided upon request.

Annual Assessment - Grades 9-12

Must submit results of a commercially published norm-referenced achievement test for the annual assessment. Written Narratives are not an acceptable at this level.

Approved commercial published norm-referenced achievement tests include:

- Iowa Test of Basic Skills
- California Achievement Test
- Stanford Achievement Test
- Comprehensive Test of Basic Skills
- Metropolitan Achievement Test
- Personalized Achievement Summary System (PASS test)
- Regents Exams at the District, if requested by the parent
- PSAT, SAT and ACT may also be used.

This test must be administered:

- At a public school by its professional staff;
- At a registered nonpublic school by its professional staff (*with consent of the chief school officer of the nonpublic school*);
- At a nonregistered nonpublic school by its professional staff (*with consent of superintendent of school and the chief school officer of the nonpublic school*);
- At parent's home or at any other reasonable location, by a NYS certified teacher or by another qualified person (*with consent of superintendent for other persons to administer the test*).

This test must be scored by:

- Person administering test or by another person who has been mutually agreed upon by parents and the Superintendent of the District.