



Brighton Central School District

Guide to Home Instruction

The following guidelines have been developed by the district to provide assistance to parents implementing a home instruction program. Enclosed, please find information and timelines for the development of the Individualized Home Instruction Plan (IHIP), quarterly reports and annual assessments. Questions about the guidelines/instruction should be directed to Dr. Deborah Baker, Assistant Superintendent for Curriculum and Instruction, 585-242-5200, Ext 5501 or by email at Debby_Baker@bcsd.org.



HOME INSTRUCTION
REQUIRED COURSE OF STUDY

Subjects: Grades K - 6

Reading	Math	Geography
Spelling	Science	U.S. History
Writing	Health	Visual Arts
English Language	Physical Education	Music
English as a Second Language if needed		

<u>Subjects: Grades 7 - 8</u>	<u>Units</u>	<u>Subjects</u>	<u>Units</u>
English	2	Physical Education	Regularly
Social Studies	2	Health	Regularly
NYS History/ US History		Art	1/2
Science	2	Music	1/2
Math	2	Practical Arts	Regularly
		Library Skills	Regularly

<u>Subjects: Grades 9 - 12</u>	<u>Units</u>	<u>Subjects</u>	<u>Units</u>
English	4	Physical Education	2
Social Studies	4	Health	1/2
1 unit of American History		Art/Music	1
1/2 unit of Participation in Govt.		Electives	3
1/2 unit of Economics			
2 electives in Social Studies			
Math	2		
Science	2		

Additional Requirements – Grades K - 12

Patriotism/Citizenship	Alcohol/Drugs/Tobacco Misuse
Bicycle/Highway Safety	Fire and Arson Prevention Safety

Attendance Requirements

The equivalent of 180 days of instruction per school year	
Grades 1 - 6	900 hours/year
Grades 7 - 12	990 hours/year

Please describe the Individualized Home Instruction Plan.

Please attach the following information for each subject of study as required by the Commissioner of Education.

Subject:

Content to be covered

Materials to be used

Quarterly Reports

A quarterly report for each child shall be furnished to the school district by the parent. It should contain the following:

1. number of hours of instruction for the quarter;
2. a description of the material covered in each required subject;
3. either a grade for the child in each subject or a written narrative evaluating the child's progress;
4. a written explanation in the event that less than 80 percent of the amount of the course materials, as set forth in the Individualized Home Instruction Plan, planned for that quarter has been covered in any subject.

Suggested Dates for submittal of quarterly reports

1 st quarter	November 8, 2019
2 nd quarter	February 03, 2020
3 rd quarter	April 30, 2020
4 th quarter	June 19, 2020

End of Year Assessment requested with 3rd quarter report

QUARTERLY REPORT GUIDELINES

The following guidelines have been prepared to assist you in completing the mandated quarterly home schooling reports.

Quarterly home schooling reports must contain the following basic information:

- Student's name
- Grade level
- Number of hours of instruction for the quarter
- Date of the report
- Name of person preparing the report (home school teacher)

The central part of the quarterly report provides evidence of teaching and learning as set forth in the annual Individualized Home Instruction Plan (IHIP). The following information must be included **for each subject area**:

- Specific content and skills that were studied
- Resources used
- Evaluation of the student's achievement (in the form of a narrative or a grade)

Home school teachers may choose a format that best suits them, as long as the information listed above is included. One example for one subject is given below.

SAMPLE

Student: Mary Smith Grade: 5

Mathematics

This quarter Mary studied place value to the thousands, tens of thousands and hundreds of thousands using expanded notation and ordering of numbers. Math facts for the four operations were practiced daily for accuracy and speed. Mary was introduced to prime numbers, multiples and factors. She added nine new words to her math vocabulary dictionary.

Materials: *Math for Today*, Chap. 3, 4, 5; math tiles and Powers of Ten Blocks; *Mad Minute Math*; *Numbers and Words: A Problem a Day*, Pp. 1-22.

Mary made outstanding progress on her math facts, especially with her multiplication and division facts. She doubled the number of facts she can do with accuracy in one minute. She averaged 88% on the end of chapter tests. Her tendency to read too quickly is negatively impacting her math. We are working on reading word problems more carefully and understanding the question before trying to find a solution.

Additional questions about the quarterly reports may be addressed to Dr. Deborah Baker, Assistant Superintendent for Curriculum and Instruction, 242-5200, Ext 5091.

ANNUAL ASSESSMENT

At the time of the fourth quarterly report, as specified in the Individualized Home Instruction Plan, the parent shall also file an annual assessment. This assessment may need to include the results of a commercially published norm-referenced achievement test which meets the requirements of paragraph 1 of this subdivision of section 100.10 of the Commissioner of Education Regulations or an alternative form of evaluation which meets the requirements of paragraph 2 of this subdivision of section 100.10 of the Commissioner of Education Regulations.

According to New York State:

1. Commercially published norm-referenced achievement tests.
 - i. The test shall be selected by the parent from one of the following: 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 another test approved by the State Education Department.
 - ii. The test shall be administered in accordance with one of the following options, to be selected by the parents:
 - a. at the public school, by its professional staff;
 - b. at a registered nonpublic school, by its professional staff, provided that the consent of the chief school officer of the nonpublic school is obtained;
 - c. at a nonregistered nonpublic school, by its professional staff, provided that the consent of the superintendent of schools of the school district and of the chief school officer of the nonpublic school is obtained; or
 - d. at the parents' home or at any other reasonable location, by a New York State- certified teacher or by another qualified person, provided that the superintendent has consented to having said certified teacher or other person administer the test.
 - iii. The test shall be scored by the persons administering the test or by other persons who are mutually agreeable to the parents and the superintendent of schools.
 - iv. The test shall be provided by the school district upon request by the parent, provided that the cost of any testing facilities, transportation, and/or personnel for testing conducted at a location other than the public school shall be borne by the parent.
 - v. If a score on a test is determined to be inadequate, the program shall be placed on probation pursuant to subdivision (i) of this section. A student's score shall be deemed adequate if:
 - a. the student has a composite score above the 33rd percentile on national norms; or
 - b. the student's score reflects one academic year of growth as compared to a test administered during or subsequent to the prior school year.

2. Alternative evaluation methods. An alternative form of evaluation shall be permitted to be chosen by the parent only as follows:
 - i. for grades one through three, a written narrative prepared by a person specified in subparagraph (iii) of this paragraph;
 - ii. for grades four through eight, a written narrative prepared by a person specified in subparagraph (iii) of this paragraph. This alternative form of evaluation may be used no more often than every other school year for these grades;
 - iii. for the purposes of this paragraph, the person who prepares the written narrative shall be a New York State-certified teacher, a home instruction peer group review panel, or other person, who has interviewed the child and reviewed a portfolio of the child's work. Such person shall certify either that the child has made adequate academic progress or that the child has failed to make adequate progress. In the event that such child has failed to make adequate progress, the home instruction program shall be placed on probation pursuant to subdivision (i) of this section. The certified teacher, peer review panel or other person shall be chosen by the parent with the consent of the superintendent. Any resulting cost shall be borne by the parent.
3. If a dispute arises between the parents and the superintendent of schools, including disputes over the administration of the commercially published norm-referenced achievement test or the use of alternative evaluation methods, the parents may appeal to the board of education. If the parents disagree with the determination of the board of education, the parents may appeal to the Commissioner of Education within 30 days of receipt of the board's final determination.

b. Probation.

1. If a child's annual assessment fails to comply with the requirements of subdivision (h) of this section, the home instruction program shall be placed on probation for a period of up to two school years. The parent shall be required to submit a plan of remediation which addresses the deficiencies in the child's achievement, and seeks to remedy said deficiencies. The plan shall be reviewed by the school district. The school district may require the parents to make changes in the plan prior to acceptance.
2. If after the end of any semester of the probationary period, the child progresses to the level specified in the remediation plan, then the home instruction program shall be removed from probation. If the child does not attain at least 75 percent of the objectives specified in the remediation plan at the end of any given semester within the period of probation, or if after two years on probation 100 percent of the objectives of the remediation plan have not been satisfied, the superintendent of schools shall provide the parents with the notice specified in paragraph (c)(5) of this section and the board of education shall review the determination of noncompliance in accordance with such paragraph, except that consent of the parents to such review shall not be required.
3. If, during the period of probation, the superintendent of schools has reasonable grounds to believe that the program of home instruction is in substantial noncompliance with these regulations, the superintendent may require one or more home visits. Such home visit(s) shall be made only after three days' written notice. The purpose of such visit(s) shall be to ascertain areas of noncompliance with these regulations and to determine methods of remediating any such deficiencies. The home visit(s) shall be conducted by the superintendent or by the superintendent's designee. The superintendent may include members of a home instruction peer review panel in the home visit team.

**Brighton Central School District
Individualized Home Instruction Plan (IHIP)
Cover page**

*Please include this page as your IHIP cover page.
To be submitted annually prior to September 1, 2019*

Student's Name

Birthdate

Street Address

Grade Equivalent

Town State Zip Code

Phone

Mother's Name

Street Address

Town State Zip Code

Phone

Email Address

Father's Name

Street Address

Town State Zip Code

Phone

Email Address

Person Providing Instruction