

**ACTION STEPS FOR HOME INSTRUCTION  
C.R. 100.10**

WHO	ACTION	TIME FRAME
Parent	Sends written notice to superintendent of intention to instruct child at home	By July 1 each year <b>OR</b> within 14 days after commencing home instruction or moving into district.
School District	Sends parent copy of C.R. 100.10 and form for <u>Individualized Instruction Plan (IHIP)</u> for each child.	Within 10 business days after receiving notice from parents.
Parent	<p>Submits completed IHIP to school district which includes child's name, age, grade level; syllabi, curriculum materials, textbooks, or plan of instruction; dates parent will submit <u>Quarterly Reports</u>, name of instructor.</p> <p><b>Courses Required in IHIP:</b></p> <p><u>Grades 1-6</u> Math; Reading; Spelling; Writing; English Language; Geography; U.S. History; Science; Health; Music; Visual Arts; Physical Education; if needed, Bilingual Education.</p> <p><u>Grades 7-8</u> English (2 units); History/Geography (2 units); Science (2 units); Math (2 units); Physical Education (regularly); Art (1/2 unit); Music (1/2 unit); Health (regularly); Practical Arts (regularly); Library Skills (regularly). <u>A unit means 6,480 minutes of instruction per year.</u></p> <p><b>Required once during Grades 1-8:</b> U.S. History; N.Y. S. History; Constitution of U.S. and N.Y.S.</p> <p><u>Grades 9-12</u> English (4 units); Social Studies (4 units) [which includes American History (1 unit), Government Participation (1/2 unit), Economics (1/2 unit)]; Math (2 units); Science (2 units); Art and/or Music (1 unit); Health (1/2 unit); Physical Education (2 units); and Electives (3 units). The units are cumulative for grades 9-12.</p>	By August 15 each year <b>OR</b> within 4 weeks of receipt of C.R. 100.10 and IHIP, whichever is later.

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School	<p><b>Required Subjects to be covered during K-12:</b> Patriotism; Citizenship; Health Education on Alcohol, Drug and Tobacco Misuse; Highway, Traffic, and Bicycle Safety; Fire and Arson Prevention and Safety</p> <p>Provide assistance to parent in preparing IHIP, if requested by parent.</p>	<p>During 4-week preparation period.</p>
Parent	<p>Notifies parents of IHIP compliance <b>OR</b> gives written notice of any deficiencies.</p>	<p>By August 31 each year <b>OR</b> within 10 business days of receipt of IHIP, whichever is later.</p>
Parent	<p><u>If necessary</u>, submits a revised IHIP to school district.</p>	<p>Within 15 days of receipt of notice of deficiency in IHIP.</p>
Superintendent	<p><u>If necessary</u>, reviews revised IHIP and notifies parents of its compliance <b>OR</b> gives written notice of reasons IHIP was determined not to be in compliance, and the date of the next regularly scheduled board meeting to be held at least 10 days after the mailing date of the notice.</p>	<p>By September 30 each year <b>OR</b> within 15 days of receipt of the revised IHIP, whichever is later.</p>
Parent	<p><u>If necessary</u>, notifies the Board of Education of desire to contest the Superintendent's determination of IHIP compliance.</p>	<p>At least 3 business days prior to Board of Education meeting date.</p>
Board of Education	<p><u>If necessary</u>, presents proof of compliance of IHIP to Board of Education.</p> <p><u>If necessary</u>, makes a final determination of the compliance or noncompliance.</p>	<p>At the regularly scheduled Board of Education meeting at least 10 days from mailing date of the superintendent's notice of noncompliance.</p>
Parent	<p><u>If necessary</u>, provides for instruction of their children at a public school or elsewhere if and when no appeal is left or available concerning the noncompliance of the IHIP</p>	<p>Immediately.</p>

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Children	<p><u>If necessary</u>, furnishes the superintendent written notice of arrangements made to provide their children with required instruction unless they are in public school.</p> <p>Attend upon instruction from superintendent.</p>	<p>Within 10 days following the date on which no appeal is left or available.</p>
Parent	<p>Maintains records of attendance permitting absences on the same basis as the district uses for its enrolled students.</p>	<p>The substantial equivalent of 180 days and 900 hours per year for grades 1-6, and 180 days and 990 hours per year for grades 7-12</p>
School District	<p>May review records of attendance.</p>	<p>Equivalent of 180 days per year.</p>
Parent	<p>Submits to the school district a <u>Quarterly Report</u> for each child which lists hours of instruction, description of material covered in each subject in IHIP, grade in each subject <b>OR</b> a written evaluation of child's progress. If 80% or less of course material listed in the IHIP for any subject area is covered, submits a written explanation.</p> <p>Determines if the final evaluation will include commercially published norm-referenced achievement tests or written narrative at beginning of 4<sup>th</sup> quarter,</p> <p>Chooses achievement test for evaluation from among:</p> <ul style="list-style-type: none"> <li>• Iowa Test of Basic Skills</li> <li>• California Achievement Test</li> <li>• Stanford Achievement Test</li> <li>• Comprehensive Test of Basic Skills</li> <li>• Metropolitan Achievement Test</li> <li>• State Education Department (SED) Tests</li> <li>• Other SED-approved tests.</li> </ul>	<p>Upon request</p> <p>On or before dates specified in IHIP for <u>Quarterly Reports</u>.</p>

WHO	ACTION	TIME FRAME
Parent and Superintendent	<p>Determine where and who will administer and score the achievement test from the options below:</p> <ul style="list-style-type: none"> <li>• Public school/professional staff</li> <li>• Registered non-public school/professional staff – with consent of chief school officer</li> <li>• Non-registered non-public school professional staff with the consent of superintendent of the district and the chief school officer</li> <li>• Other location/other person approved by superintendent</li> </ul> <p>In grades 1-3, or, in alternate years grades 4-8, instead of testing, parents may choose a written narrative prepared by either:</p> <ul style="list-style-type: none"> <li>• Certified teacher <b>OR</b></li> <li>• Peer Review Panel <b>OR</b></li> <li>• Other Approved Person</li> </ul>	
School District	Upon parental request, provides test instrument used for the <u>Annual Assessment</u>	During 4 <sup>th</sup> quarter.
Parent	Submits an <u>Annual Assessment</u> for each student, which includes the results of test scores or a narrative report.	At the time of filing the <u>4<sup>th</sup> Quarterly Report</u> .
School District	<p>Determines the composite score on achievement tests adequate if they are</p> <ul style="list-style-type: none"> <li>* above 33 percentile on national norms</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>* show 1 academic year's growth</li> </ul> <p><b>IF</b> the child's <u>Annual Assessment</u> fails to be adequate, places student's program on probation for a maximum of 2 years.</p>	<p>Following the submission of <u>Annual Assessment</u> by the parent.</p> <p>Following submission of the <u>Annual Assessment</u> by the parent.</p>
Parent	<u>If necessary</u> , submits a plan of remediation which addresses deficiencies in the child's achievement.	Prior to district's acceptance of the next <u>Annual Plan</u> .
School District	<u>If necessary</u> , removes home instruction program from probation if the child progresses to level specified in the remedial plan.	At end of any semester following beginning of probation.

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Superintendent	<p><u>If necessary</u>, may visit the home, following 3 days written notice, to ascertain areas of noncompliance. Visits must be made by superintendent or a designee and could include a member of a peer review panel.</p>	<p>Upon reasonable grounds of noncompliance with regulations.</p>
School	<p><u>If necessary</u>, notifies parents in writing of failure to comply with at least 75% of objective of remediation plan each semester or 100% of objectives of the remediation plan within 2 years and of the next regularly scheduled Board of Education meeting which will fall 10 days past the notice's mailing date, and the parents' right to contest the determination.</p>	<p>End of semester or after two years of probation.</p>
July 1994		