

SYRACUSE CITY SCHOOL DISTRICT

Home School Instruction

The New York State Education Department provides parents with the ability to instruct their children at home, Part 100.10 Regulations. A Letter of Intent to home school a child must be received by the Office of Student Support Services prior to each school year, or within 14 days after commencing home instruction. The request is for an entire school year, September through June. The Letter of Intent shall include:

- Student name and date of birth
- Parent(s)/guardian(s) - name, address, phone number, email
- Emergency contact information – name, relationship, address, phone number
- Name of last school the student attended and grade completed
- Student ID number, if available

An Individual Home Instruction Plan (IHIP) may accompany the letter of intent, but must be received by the Office of Student Support Services no later than four weeks after receiving acknowledgement of the intent to home school. The content of the IHIP shall include:

- The child's name, age and grade level
- A list of the syllabi, curriculum materials, textbooks to be used or a plan of instruction to be followed
- The dates for submissions of the required quarterly reports to the district
- The names of the individuals providing home instruction

All submittals to the Office of Student Support Services may be made via email to Homeschooling@SCSD.us or via U.S. mail.

Physical education is required at each grade level. Students with limited English proficiency must have instruction in English.

A high school diploma may only be awarded to a student enrolled in a registered secondary school who has completed all program requirements set by the Regents or the District. A Letter of Substantial Equivalence may be provided by the District where all required documents are on file with the District and all documents and evaluations are in compliance with Commissioner's Regulations 100.10.

For more information on Home Instruction, visit:

<http://www.p12.nysed.gov/ss/homeinstruction/homeschoolinganda.html>

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HOME INSTRUCTION REPORTS

QUARTERLY REPORTS

Quarterly reports must include:

- Student's name and grade level
- Number of hours of instruction for each quarter
- Description of the material covered in each subject listed in the IHIP
- Either a grade in each subject or a written narrative evaluating the child's progress
- A written explanation in the event that less than 80% of the amount of the course materials as set forth in the IHIP planned for that quarter has been covered in any subject

Quarterly reports and an annual assessment must be submitted to the Office of Student Support Services. Quarterly reports shall identify the syllabi, curriculum materials or plan of instruction used in each subject required for that grade level, and the total number of hours of instruction per subject area. These reports shall be spaced in even and logical periods. The recommended schedule for submittals is as follows:

- First Quarter Report due on or about November 15
- Second Quarter Report due on or about February 15
- Third Quarter Report due on or about April 15
- Fourth Quarter Report due on or about June 15
- Annual Assessment due (at the time of filing 4th Quarter Report) on or about June 15 (assessment type required is dependent upon grade level)

ANNUAL ASSESSMENTS

Commercially published norm referenced achievement tests:

- California Achievement Test
- Comprehensive Test of Basic Skills
- Iowa Test of Basic Skills
- Metropolitan Achievement Test
- Stanford Achievement Test
- State Education Department Test
- Other test approved by the State Education Department

All submittals to the Office of Student Support Services may be made via email to Homeschooling@SCSD.us or via fax or U.S. mail.

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Annual Assessments

****Attention Home School families-**

At the High School level, Annual Assessment is required in the form of standardized achievement testing for all grade levels.

At the time of filing the fourth quarterly report, annual assessment shall also be filed with the school district. The annual assessment shall include the results of a commercially published norm referenced achievement test, or an alternative form of evaluation may be used. Annual Assessment decision information is intended to be submitted with/on the IHIP for every school year, if not already done so.

GRADES FOUR THROUGH EIGHT (4-8), achievement testing must be used *at least* every other school year.

GRADES NINE THROUGH TWELVE (9-12), achievement testing *must be used* every school year for annual assessment.

A Home School student may always have the option to sit for any tests being given at the Schools pertaining to grade level. Please contact the Office of Student Support Services if you wish for your student to participate in any of these tests, so a form may be filled out and sent to you for the day of testing. You must also contact the School ASAP to be sure they have seating, and a test ordered for your child.

ANNUAL ASSESSMENTS

Commercially published norm referenced achievement tests:

- California Achievement Test
- Comprehensive Test of Basic Skills
- Iowa Test of Basic Skills
- Metropolitan Achievement Test
- Stanford Achievement Test
- State Education Department Test
- Other test approved by the State Education Department (Please see Annual Assessment listing)

Annual Assessment administration can occur:

- At the public school, by the school's professional staff
- At a registered nonpublic school, by its professional staff, provided that the consent of the chief school officer of the nonpublic school is obtained
- At a nonregistered nonpublic school, by its professional staff, provided that the consent of the superintendent of schools of the school district and the chief school officer of the nonpublic school is obtained
- At the parents' home or at any other reasonable location, by a NYS certified teacher or by another qualified person, provided that the superintendent has consented to having said certified teacher or other person administer the test

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HOME INSTRUCTION ANNUAL ASSESSMENTS

(Part 100.10 (h) New York State Commissioner's Regulations)

The following commercially published, norm referenced achievement tests have been approved by the division of educational testing for use in individual testing situations in compliance with Part 100.10 of the Commissioner's Regulations:

ELEMENTARY LEVEL TESTS

- Iowa Tests of Basic Skills (K-12) **
- Stanford Achievement Test Series (3-12) **
- California Achievement Tests (K-12) **
- Stanford Diagnostic Reading Test & Woodcock Johnson Test used together
- NYC Math Exam & DRP-PCT in Reading (Degrees of Reading Power Tests)
- ERB (Educational Records Bureau) Tests
- Peabody Individual Achievement Test – Revised
- Kaufman Test of Education Achievement (Brief Form or Comprehensive Form)
- Woodcock Reading Mastery Tests – Revised
- KeyMath – Revised: A Diagnostic Inventory of Essential Mathematics
- Test of Achievement and Proficiency (TAP)
- New York State Grades 3-5 Assessments

SECONDARY LEVEL TESTS

- Iowa Tests of Basic Skills, Forms G and H **
- Stanford Achievement Test Series, Eight Edition **
- Metropolitan Achievement Tests 6 – Advanced 1 and 2
- California Achievement Tests E and F **
- Comprehensive Test of Basic Skills (CTBS) Forms U and V ***
- New York State Grades 6-8 Assessments
- New York State Regents Assessments- Grades 9-12

** Order information for these tests: www.setontesting.com or 800-542-1066 or 540-636-1250

*** Order information for this test: 949-650-4466

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Individual Home Instruction Plan (IHIP) 20__ – 20__

Must be submitted Within Four (4) Weeks of
Letter of Intent to Home School

Please complete and return this form in its entirety.

Student's Name _____ Date of Birth _____

Male or Female _____ Race _____ Hispanic yes no
(white; black or African American; Asian; American Indian or Alaska Native;
Native Hawaiian or other Pacific Islander)

Address _____

Grade _____ Individual Providing Instruction _____

Parent(s) Name(s) _____

Home Phone _____ Cell Phone _____

Email _____

Dates of Submission of Reports

(You determine the month and day)

1st Quarter Report Date _____ 3rd Quarter Report Date _____

2nd Quarter Report Date _____ 4th Quarter Report Date _____

Form of Annual Assessment _____ Submit Date _____

Parent Signature _____ Date _____

Please return the completed IHIP to:

Mail: Hearing Office of Student Support
1025 Erie Boulevard West
Syracuse, NY 13204-2749

- OR -

Email: Homeschooling@scsd.us

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INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP) WORKSHEET FOR GRADES 1 THROUGH 6

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Cumulative hours of instruction for Grades 1 -6 shall be 900 hours per year.

Required Subjects	Syllabi, Curriculum Materials, Textbooks or Plan of Instruction
English Language	
Reading	
Spelling	
Writing	
Arithmetic	
Geography	

United States History	
Science	
Health Education	
Music	
Visual Arts	
Physical Education	
Bilingual Education or ENL as needed	

The following courses shall be taught at least once during the first 8 grades:

*United States History *New York State History *Constitutions of the United States and New York State Education Law, Sections 801, 804, 806 and 808 require the following to be covered during K-12:

*Patriotism and Citizenship *Health Education regarding alcohol, drug and tobacco misuse

*Highway Safety and Traffic Regulations including Bicycle Safety *Fire and Arson Prevention and Safety

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INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP) WORKSHEET FOR GRADES 7 AND 8

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The units required herein are cumulative requirements for both Grades 7 and 8. One unit means 6,480 minutes of instruction per school year or 990 hours per year.

Required Subjects	Syllabi, Curriculum Materials, Textbooks or Plan of Instruction
English (2 units)	
History & Geography (2 units)	
Science (2 units)	
Mathematics (2 units)	

Physical Education (on a regular basis)	
Health Education (on a regular basis)	
Art (½ unit)	
Music (½ unit)	
Practical Arts (on a regular basis)	
Library Skills (on a regular basis)	

The following courses shall be taught at least once during the first 8 grades:

*United States History *New York State History *Constitutions of the United States and New York State

Education Law, Sections 801, 804, 806 and 808 require the following to be covered during K-12:

*Patriotism and Citizenship *Health Education regarding alcohol, drug and tobacco misuse

*Highway Safety and Traffic Regulations including Bicycle Safety *Fire and Arson Prevention and Safety

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INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP) WORKSHEET FOR GRADES 9 THROUGH 12

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The units required herein are cumulative requirements for Grades 9-12. One unit means 6,480 minutes of instruction per school year or 990 hours per year.

Required Subjects	Syllabi, Curriculum Materials, Textbooks or Plan of Instruction
English (4 units)	
Social Studies (4 units) Must include: 1 unit American History ½ unit Participation in Government ½ unit Economics	
Science (2 units)	
Mathematics (2 units)	

Physical Education (2 units)	
Health Education (½ unit)	
Art and/or Music (1 unit)	
Elective 1 (1 unit)	
Elective 2 (1 unit)	
Elective 3 (1 unit)	

Education Law, Sections 801, 804, 806 and 808 require the following to be covered during K-12:

*Patriotism and Citizenship *Health Education regarding alcohol, drug and tobacco misuse

*Highway Safety and Traffic Regulations including Bicycle Safety *Fire and Arson Prevention and Safety