

ERCSD

Home Instruction

Parent Summary

To Person Interested in Home Schooling:

An integral part of the home schooling procedure is the submission of an Individualized Home Instruction Plan (IHIP), Quarterly Reports, and annual assessment. We recommend that you access the web site of the East Ramapo's Office of Curriculum & Instruction (www.eram.k12.ny.us) for specific information about the State and district curriculum. Also, the New York State Education Department's Nonpublic School Services Team (www.emsc.nysed.gov/nonpub/part10010.htm; (518) 474-3879) can provide further information about home instruction.

The first required documentation is a letter of intent to home school your child. The letter is to include your home address, telephone number, each child's name, date of birth, grade level, CSE classification (if applicable), and previous school of attendance. Upon receipt of your notice of intent, you will be mailed a packet containing the Home Instruction Regulations and required forms. Letter of intent is to be mailed to **ERCSD, Superintendent Office, 105 S. Madison Avenue, Spring Valley, NY 10977.**

IHIP:

Within 4 weeks of receiving the Home Instruction Regulations, you must submit an Individualized Home Instruction Plan (IHIP) for each child to be Home Schooled. The IHIP shall contain:

- **completed IHIP worksheet form.**
- **the child's name, date of birth, grade level;**
- **the child's Special Ed. Classification (if applicable).**
- **a list of syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects***

* It is strongly recommended you adhere to the identified subjects listed in the ERCSD Quarterly Report Form. This form will be more helpful to you when: **(a)** adhering to required courses identified in Part 100.10 of the Commissioner's Regulations and **(b)** providing your child with an education equivalent to the public school curriculum.

- **the dates for submission to the school district of the parents' quarterly reports. These reports shall be spaced in even and logical periods.**
- **the names of the individuals providing instruction; and**
- **request for testing at the public school should be indicated in child's IHIP ***

* Home school students are eligible to take all standardized and State assessments that our district administers.

Quarterly Reports:

On or before the dates specified in your child's IHIP, a quarterly report for each child shall be furnished to the school district. In efforts to more efficiently coordinate your Home Schooling Program, it is strongly recommended that your home instruction commences and concludes in correspondence with the East Ramapo Central School District school instructional calendar. It is also recommended that your 4th Quarterly Report be submitted the third week of June. The quarterly report shall contain the following:

- (1) the number of hours of instruction during said quarter;**
- (2) a description of the material covered in each subject listed in the IHIP;**
- (3) either a grade for the child in each subject or a written narrative evaluating the child's progress; and**

(4) 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.

For your convenience, recommended Quarterly Report Forms (grades: 1-6, 7-8, and 9-12) are available for quarterly response submission. If needed, please feel free to submit additional sheets for the description of material covered.

Annual Assessment

At the time of filing the fourth quarterly report or by June 30, the parent shall also file an annual assessment in the form of a standardized test or written narrative evaluation. **A standardized test is to be conducted every year for grades 9 - 12 and at least every other year in grades 4 - 8. Alternative years can be satisfied by a written narrative evaluation. For grades 1- 3, a standardized test or an annual written narrative is to be submitted.**

Standardized Test:

A parent has the following standardized test options: 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. If the test location is at the home, the test shall be administered by a state-certified teacher or by another qualified person other than the parent provided that the Superintendent has consented to having said certified teacher or other person administer the test. Prior to consent, the district will require a written response to the following questions:

- 1. Specific name of standardized test to be used.**
- 2. The date and location test is to be administered.**
- 3. The name and qualification of the individual who is to administer the test.**

The District will also need a copy of:

- 1) Testing administrator's teaching certificate.**
- 2) Score reports for standardized test.**

Home schooling students are eligible to take all standardized and State assessments that our district administers. New York State assessments and any other standardized test will only be administered at the public schools at the time of the school's own testing program and will be free of charge to parents. Only ERCSD registered students are eligible for this service. Request for testing at the public school should be indicated in your child's IHIP. The district will not be the agent for test publishing companies and will not be involved in the ordering and scoring of any assessment that has not been ordered for use in the public schools.

Written Narrative Assessment:

The person(s) who prepares the written narrative must be approved by the Superintendent of Schools and shall be a state-certified teacher other than the parent or a home instruction peer group review panel. Such person(s) shall interview the child, review a portfolio of the child's work, and certify either that the child has made adequate academic progress or that the child has failed to make adequate progress.

Please be informed that the Superintendent will not approve the home instruction parent to conduct this alternate method of evaluation. Only a state-certified person other than the parent or a home instruction peer group review panel will be approved to conduct and prepare a report of this evaluation. If the parent intends to submit a written evaluation as the annual assessment, the district is to be informed in writing as to the individual(s) whom is to serve in this function. The district is also in need of a copy of the evaluator's teaching certificate.