

# Barker Central School District

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## 2024-2025 Home-Schooling Packet includes:

Home-Schooling Overview of Responsibilities

Action Steps of Part 100.10

General Education Diploma Requirements  
NYSED, June, 2022

### FORMS:

- Individual Home Instruction Plan (IHIP) Grades 1 – 6
- Quarterly Report Grades 1 – 6
- Individual Home Instruction Plan (IHIP) Grades 7 - 8
- Quarterly Report Grades 7 – 8
- Individual Home Instruction Plan (IHIP) Grades 9 - 12
- Quarterly Report Grades 9 – 12

Please visit the NYSED Website for further information regarding Part 100.10 of Regulations of the Commissioner of Education. The updated FAQ is located at this site:  
<http://www.p12.nysed.gov/part100/pages/10010.html>

# HOME-INSTRUCTION OVERVIEW OF RESPONSIBILITIES

## THE PARENT IS REQUIRED TO:

1. Submit to the district superintendent a **Letter of Intention** to educate your child at home by July 1 each year, or within 14 days of commencing home instruction.
2. Submit a separate, written Individual Home Instruction Plan (**IHIP**) for each child being instructed at home. A single set of documents may not be used for more than one child. A separate plan must be submitted for each child individually. IHIP's are due by August 15 or within 4 weeks of receiving a response to a letter of intent from the District, whichever is later.

If notified that the IHIP submitted is not acceptable, a revised IHIP correcting the deficiencies must be submitted within 15 days of the notification, or by September 15, whichever is later.

3. Submit **four (4) Quarterly Reports** on or before the dates specified on the IHIP. This can be submitted electronically.
4. Submit a separate **Annual Assessment** for each child being instructed at home at the time the 4<sup>th</sup> Quarterly Report is submitted. This can be submitted electronically.

Submit a remedial plan to correct deficiencies if notified to do so by the school district.

5. Conduct all communication with the appropriate offices of the school district of residence.

## THE SCHOOL DISTRICT WILL:

1. Respond to the Letter of Intention and provide appropriate information including a copy of the Commissioner's Regulation 100.10 and an IHIP form.
2. Upon receipt by the superintendent, refer each IHIP for compliance review to the Coordinator of Curriculum Services for compliance review. Parents will be informed by August 31 or within 10 business days of receipt; whichever is later, of compliance ruling.

Revised IHIP's must be reviewed and parents notified of their compliance within 15 days of receipt or by September 15, whichever is later.

3. Review each Quarterly Report and notify parents if reports are not acceptable.
4. If progress is determined to be substandard, notify parents that they are on probationary status and that a remedial plan is required with the IHIP for the next school year.

5. Provide technical assistance, when requested, in developing an IHIP, providing curriculum information, arranging for testing, etc.

## ACTION STEPS FOR HOME INSTRUCTION – C.R. 100.10

WHO	ACTION	TIME FRAME
Parent	Send written notice to superintendent of intention to instruct child at home	By July 1 each year or within 14 days after commencing home instruction or moving into district
School District	Send to parent copy of C.R. 100.10 and form for Individualized Home Instruction Plan (IHIP) for each child	Within 10 business days after receiving notice from parent
Parent	Submit 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 quarterly reports, name of instructor(s)	By August 15 each year or within 4 weeks of receipt of C.R. 100.10 and IHIP form whichever is later.
	<p><b>Courses required in IHIP:</b></p> <p>Grades 1-6:</p> <ul style="list-style-type: none"> <li>• Math</li> <li>• Reading</li> <li>• Spelling</li> <li>• Writing</li> <li>• English Language</li> <li>• Geography</li> <li>• U.S. History</li> <li>• Science</li> <li>• Health</li> <li>• Music</li> <li>• Visual Arts</li> <li>• Physical Education</li> <li>• if needed, Bilingual Education</li> <li>• Bicycle Safety Education</li> <li>• Fire / Traffic / Highway Safety</li> <li>• Child Abuse (Physical &amp; Sexual)</li> <li>• HIV / AIDs Awareness</li> <li>• Drug / Alcohol / Tobacco Abuse Awareness</li> </ul> <p>Grades 7-8:</p> <ul style="list-style-type: none"> <li>• English (2 units)</li> <li>• History/geography (2 units)</li> <li>• Science (2 units)</li> <li>• Math (2 units)</li> <li>• Physical Education (regularly)</li> <li>• Art (1/2 unit)</li> <li>• Music (1/2 unit)</li> <li>• Health (regularly)</li> <li>• Practical Arts (regularly)</li> <li>• Library skills (regularly)</li> <li>• Child Abuse (Physical &amp; Sexual)</li> <li>• HIV / AIDs Awareness</li> <li>• Drug / Alcohol / Tobacco Abuse</li> </ul>	

	<p>Required once during grades 1-8:</p> <ul style="list-style-type: none"> <li>• U.S. History</li> <li>• N.Y.S. History</li> <li>• Constitutions of U.S.</li> </ul> <p><b>Each unit = 6,480 minutes of instruction per year</b></p> <p>Grades 9-12:</p> <ul style="list-style-type: none"> <li>• English (4 units)</li> <li>• Math (3 units)</li> <li>• Science (3 units)</li> <li>• Social Studies (4 units <i>including 1 unit of American History, ½ unit of Government Participation, ½ unit Economics</i>)</li> <li>• Art and/or Music (1 unit)</li> <li>• Health (1/2 unit)</li> <li>• Physical Education (2 units)</li> <li>• Languages other than English (Lote) (1 unit)</li> <li>• Electives (3.5 units)</li> <li>• Child Abuse (Physical &amp; Sexual)</li> <li>• HIV / AIDs Awareness</li> <li>• Drug / Alcohol / Tobacco Abuse</li> </ul> <p>Units are cumulative requirements for grades 9-12</p>	
<b>WHO</b>	<b>ACTION</b>	<b>TIME FRAME</b>
School	Provide assistance to parent in preparing IHIP if requested by parent.	During 4-week preparation period
School	Notifies parent of IHIP compliance or gives written notice of any deficiencies	By August 31 each year or within 10 business days of receipt of IHIP, whichever is later
Parent	<u>If necessary</u> , submits a revised IHIP to school district.	Within 15 days of receipt of notice of IHIP deficiency.
Superintendent	<u>If necessary</u> , reviews revised IHIP and notifies parents of it's compliance <b>or</b> gives written notice of reasons IHIP was determined not to be in compliance and date of next regularly scheduled board meeting to be held at least 10 days after mailing date of notice	By September 30 each year or within 15 days of receipt of the revised IHIP, whichever is later
Parent	<u>If necessary</u> , notifies the board of education of desire to contest superintendent's determination of IHIP noncompliance	At least 3 business days prior to board of education meeting date
Parent	<u>If necessary</u> , presents proof of compliance of IHIP to Board of Education	At regularly scheduled Board of Education meeting (at least 10 days from mailing date of the superintendent's notice of IHIP noncompliance)

<b>WHO</b>	<b>ACTION</b>	<b>TIME FRAME</b>
Board of Education	<u>If necessary</u> , makes a final determination of the compliance or noncompliance	At regularly scheduled Board of Education meeting at which parent presents proof of compliance of their IHIP
Parent	<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	Immediately
Parent	<u>If necessary</u> , furnishes the superintendent written notice of arrangements made to provide their children with required instruction unless they are enrolled in public school	Within 10 days following the date on which no appeal is left or available
Children	Attend upon instruction	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
Parent	Maintain records of attendance permitting absences on same basis as the district uses for it's enrolled students	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
School District	May review records of attendance	Upon request
Parent	Submit to the school district quarterly report for each child which lists: <ul style="list-style-type: none"> <li>• Hours of instruction</li> <li>• Description of each subject or a written evaluation of child's progress</li> </ul> (If 80% or less of course material listed in the IHIP for any subject is covered, submit written explanation)	On or before dates specified by parent in IHIP for quarterly reports
Parent	Determine if final evaluation will include commercially published norm-referenced achievement tests or written narrative at beginning of 4 <sup>th</sup> quarter  Chooses achievement test for evaluation from among: <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>	

<b>WHO</b>	<b>ACTION</b>	<b>TIME FRAME</b>
Parent and Superintendent	<p>Determine where and who will administer and score achievement test, following options:</p> <ul style="list-style-type: none"> <li>• Public school / professional staff</li> <li>• Registered nonpublic school / professional staff with consent of chief school officer</li> <li>• Non-registered nonpublic school/ professional staff with consent of superintendent of district and 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 standardized testing, parent may choose to have a written narrative prepared by someone other than the parent:</p> <ul style="list-style-type: none"> <li>• Certified teacher</li> <li>• Peer review panel</li> <li>• Other person approved by the District</li> </ul> <p>Upon parental request, provide test instrument used for annual assessment</p>	During 4 <sup>th</sup> quarter
Parent	Submit an annual assessment for each student which includes either results of test scores or a narrative report	At the time of filing the 4 <sup>th</sup> quarterly report (No later than June 30 <sup>th</sup> of the school year)
School District	<p>Determines composite scores on achievement tests adequate if they are above 33 percentile on national norms or show 1 academic year's growth</p> <p>If the child's annual assessment fails to be adequate, places student's program on probation for maximum of 2 years.</p>	Following submission of the annual assessment by the parent
Parent	<u>If necessary</u> , submit a plan of remediation which addresses deficiencies in child's achievement	Prior to district's acceptance of next annual plan
School District	<u>If necessary</u> , removes home instruction program from probation if child progresses to level specified in the remedial	At end of any semester following beginning of probation
Superintendent	<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 peer review panel	Upon reasonable grounds of noncompliance with regulations
School	<p><u>If necessary</u>, notifies parents in writing of:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• the next regularly scheduled board of education meeting which will fall 10 days past the notice's mailing date and parents' right to contest the determination</li> </ul>	End of semester or after two year probation

**Barker Central School District**  
**Individual Home Instruction Plan (IHIP)**  
**Grades 1 – 6**

Student Name:	Date of Birth	Grade	School year:
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Address:	Telephone Number	Quarterly Report submission dates: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>
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In the spaces provided below, please describe the student's IHIP for the current school year as required in Section 100.10 of the Commissioner's Regulations. Additional pages may be attached.

Please submit this form to the District by August 15 or within 4 weeks of receipt of the forms.

Subject	Books/Materials to be used	Instructor(s):
Mathematics		
Reading		
Spelling		
Writing		
English Language		

**Barker Central School District**  
**Individual Home Instruction Plan (continued)**  
**Grades 1 – 6**

Subject	Books/Materials to be used	Instructor(s):
Geography		
U.S. History		
Science		
Health		
Physical Education		
Music		
Visual Arts		

- If needed, Bilingual Education and/or English as a Second Language
- Attendance equivalent of 180 days is required. Cumulative hours of instruction should be 900 hours per year.
- The following subjects are required to be covered during grades K – 12:
  - Patriotism, Citizenship;
  - Health education regarding alcohol, drug and tobacco misuse;
  - Highway safety and traffic regulations (including bicycle safety);
  - Fire/arson prevention and safety

**Barker Central School District**  
**Quarterly Report**  
 Grades 1 – 6

Student Name:	Grade:	Date:	
Hours of Instruction this Quarter:	Days Absent this Quarter:	Quarter: (1st, 2nd, 3rd, 4th)	
Codes for Marking:    S = Satisfactory I = Improving N = Needs Improvement			
Description of Materials Covered:		Grade or Written Narrative:	# of Hours
Mathematics			
Reading		Please check one: Above Average Average Below Average	
Spelling			
Writing			
English Language			
Geography			
U.S. History			
Science			

**Barker Central School District**  
**Quarterly Report (continued)**  
 Grades 1 – 6

Codes for Marking:

S = Satisfactory

I = Improving

N = Needs Improvement

	Description of Materials Covered:	Grade or Written Narrative	# of Hours
Health Education			
Physical Education			
Music			
Visual Arts			
Other:			

- If needed, Bilingual Education and/or English as a second language
- Cumulative hours of instruction shall be 900 hours per year

We have covered at least 80% of our planned materials for this quarter. YES \_\_\_\_\_ NO \_\_\_\_\_  
 (if 'No' please provide explanation in the space below)

Plan for Annual Assessment (to be submitted no later than 3<sup>rd</sup> Quarter):

Test Name: \_\_\_\_\_ or Narrative \_\_\_\_\_

\_\_\_\_\_  
 Signature of Instructor

**Barker Central School District  
Individual Home Instruction Plan (IHIP)  
Grades 7 – 8**

Student Name:	Date of Birth	Grade	School year:
Address:	Telephone Number	Quarterly Report submission dates: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	

In the spaces provided below, please describe the student’s IHIP for the current school year as required in Section 100.10 of the Commissioner’s Regulations. Additional pages may be attached.

Please submit this form to the District by August 15 or within 4 weeks of receipt of the forms.

	Books/Materials to be used	Instructor(s):
English (2 units)		
History & Geography (2 units)  Required at least once during grades 1 – 8: US History, NYS History, Constitution of US & NYS		
Science (2 units)		
Mathematics (2 units)		

**Barker Central School District  
Individual Home Instruction Plan (continued)  
Grades 7 – 8**

	Books/Materials to be used	Instructor(s):
Physical Education (Regularly)		
Health Education (Regularly)		
Art (1/2 unit)		
Music (1/2 unit)		
<u>Other:</u> Practical Arts, Regularly  Library Skills, Regularly		

- One unit = 6,480 minutes of instruction per year
- Units are cumulative requirements for both 7<sup>th</sup> and 8<sup>th</sup> grade
- The following subjects are required to be covered during grades K – 12:
  - Patriotism, Citizenship;
  - Health education regarding alcohol, drug and tobacco misuse;
  - Highway safety and traffic regulations (including bicycle safety);
  - Fire/arson prevention and safety
- Attendance equivalent of 180 days of instruction is required. Cumulative hours of instruction shall be 990 hours per year

**Barker Central School District**  
**Quarterly Report**  
**Grades 7 – 8**

Student Name:	Grade:	Date:	
Hours of Instruction this Quarter:	Days Absent this Quarter:	Quarter: (1st, 2nd, 3rd, 4th)	
Description of Materials Covered:		Grade or Written Narrative:	# of Hours
English			
History & Geography			
Science			
Mathematics			
Physical Education			

**Barker Central School District**  
**Quarterly Report (continued)**  
 Grades 7 – 8

Description of Materials Covered:		Grade or Written Narrative	# of Hours
Health Education			
Art			
Music			
Practical Arts			
Library Skills			

- One unit = 6,480 minutes of instruction per year
- Units are cumulative requirements for both 7<sup>th</sup> and 8<sup>th</sup> grade
- Cumulative hours of instruction shall be 990 hours per year

We have covered at least 80% of our planned materials for this quarter. YES\_\_\_ NO\_\_\_  
 (if 'No' please provide explanation in the space below)

Plan for Annual Assessment (to be submitted no later than 3<sup>rd</sup> Quarter):

Test Name: \_\_\_\_\_ or Narrative \_\_\_\_\_

\_\_\_\_\_  
 Signature of Instructor

**Barker Central School District**  
**Individual Home Instruction Plan (IHIP)**  
**Grades 9 – 12**

Student Name:	Date of Birth	Grade	School year:
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Address:	Telephone Number	Quarterly Report submission dates: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>
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In the spaces provided below, please describe the student's IHIP for the current school year as required in Section 100.10 of the Commissioner's Regulations. Additional pages may be attached.  
Please submit this form to the District by August 15 or within 4 weeks of receipt of the forms.

	Books/Materials to be used	Instructor(s):
English (4 units)		
Social Studies (4 units)  Including: 1 unit American History ½ unit Economics ½ unit Participation in Government		
Mathematics (2 units)		
Science (2 units)		

**Barker Central School District**  
**Individual Home Instruction Plan (continued)**  
**Grades 9 – 12**

	Books/Materials to be used	Instructor(s)
Art &/or Music (1 unit)		
Health (½ unit)		
Physical Education (2 units)		
Languages Other Than English (LOTE) (1 unit)		
Electives (3.5 units)		

- One unit = 6,480 minutes of instruction per year
- Units are cumulative requirements for grades 9 through 12
- The following subjects are required to be covered during grades K – 12:
  - Patriotism, Citizenship;
  - Health education regarding alcohol, drug and tobacco misuse;
  - Highway safety and traffic regulations (including bicycle safety);
  - Fire/arson prevention and safety
- Attendance equivalent of 180 days is required. Cumulative hours of instruction shall be 990 hours per year

**Barker Central School District**  
**Quarterly Report**  
**Grades 9 – 12**

Student Name:	Grade:	Date:	
Hours of Instruction this Quarter:	Days Absent this Quarter:	Quarter: (1st, 2nd, 3rd, 4th)	
Description of Materials Covered:		Grade or Written Narrative:	# of Hours
English			
Social Studies			
Mathematics			
Science			

**Barker Central School District**  
**Quarterly Report** (continued)  
**Grades 9 – 12**

Description of Materials Covered:		Grade or Written Narrative	# of Hours
Art / Music			
Health			
Physical Education			
Languages Other Than English (LOTE)			
Electives			

- One unit = 6,480 minutes of instruction per year
- Units are cumulative requirements for Grades 9 through 12
- Cumulative hours of instruction shall be 990 hours per year

We have covered at least 80% of our planned materials for this quarter. YES \_\_\_\_\_ NO \_\_\_\_\_  
 (if 'No' please provide explanation in the space below)

Plan for Annual Assessment (to be submitted no later than 3<sup>rd</sup> Quarter):

Test Name: \_\_\_\_\_ or Narrative \_\_\_\_\_

\_\_\_\_\_  
 Signature of Instructor