BELLEVILLE HENDERSON CENTRAL SCHOOL

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**Belleville Henderson Central School
Home Instruction**

1. Parent notifies Superintendent of intention to home school instruct by July 1 for the school year (September-June).
2. Superintendent sends copy of Commissioner's Regulations and IHIP form to parent (one form per child).
3. Parent submits completed IHIPs (meeting all course and evaluation requirements) to Superintendent by August 15th of each year.
4. Superintendent notifies parents of IHIP compliance or written notice of deficiencies.
    a. NOTICE OF DEFICIENCIES: Parent should submit revised IHIP to Superintendent within 15 days of notice of deficiency. If further deficiencies exist, Superintendent will notify parents of appeal process.
    b. COMPLIANCE: Parent maintains records of attendance (that can be reviewed upon request by Superintendent) and provide instruction as indicated in IHIP.
5. Parent submits quarterly reports to Superintendent for each child being home instructed. It shall list all hours of instruction, material covered and written evaluation of child's progress. If 80% or less of material is covered, the report must be accompanied by a written rationale as to why this occurred.
6. At the time of filing the 4th quarterly report, the parent shall submit an annual assessment which shall include the results of test scores or narrative report.
7. Superintendent determines adequacy of test scores.
    a. ADEQUACY
        - Repeat cycle for following school year.
    b. INADEQUACY
        - The home school program is placed on probation
        - Parents submit a plan of remediation to address deficiencies in the child's achievement
        - Superintendent shall remove a home school program from probation if the child attains 100% of the objectives specified in the remedial plan.
        - The Superintendent may require one or more visitations to the home to ascertain areas of the noncompliance.