

# HOME INSTRUCTION PROCEDURES

2008-09

Home instruction is provided to students enrolled in Vineland Public Schools or who are enrolled in nonpublic schools within Vineland pursuant to NJSA18A:46A-1 for an approved medical reason. These services are provided to students in kindergarten through grade twelve in general education or special education age three to twenty-one when the pupil is confined to the home or another out of school setting due to a temporary or chronic health condition. These services will be provided when it is determined by the school physician that a pupil needs the confinement for ten (10) consecutive school days or fifteen (15) cumulative school days or more during the school year. Home instruction may also be provided upon the recommendation of the Assistant Superintendent.

If home instruction is delivered in the student's home, a parent or other adult 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. Any missed home instruction sessions will not be made up without valid medical excuses per district attendance policy.

## Home Instruction for Medical Reasons

1. A Physician's Request for Home Instruction Form (HI Form A) must be completely filled out and submitted to the School Health Services Office. This form may be obtained from the School Nurse's Office or the School Health Services Office. The following information must be supplied by the physician:
  - a. The reason home instruction is necessary
  - b. The medical problem including history, prognosis, and medication
  - c. The course of action for the treatment
  - d. The length of time needed for home instruction
  - e. Physician's signatures that are stamped will not be accepted
2. The parent's signature is also required for home instruction.
3. The Chief School Physician or his designee shall verify the need for home instruction or deny the request. This verification may include contacting the student's physician regarding diagnosis or treatment.
4. Parents shall be notified regarding approval or denial within five school days after receipt of school physician's response.
5. Home instruction services will begin no later than five (5) days after the school physician's approval. The period of instruction begins from the date the physician's note is received.
6. Students will be given one-on-one instruction for ten (10) hours per week which may include guided learning experiences and the use of technology.
  - a. If home instruction is provided to students in a small group rather than through on-on-one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of students in the group by five hours. The hours of instruction shall be provided on no fewer than three separate days during the week.
7. Instruction will be provided for all classified students for ten (10) hours per week.
8. Non classified students whose home instruction is expected to exceed 30 consecutive calendar days, requires an Individualized Program Plan (IPP). This plan will be written within 30 days from the school physician's verification that the period of confinement will exceed 30 consecutive calendar days.

9. Non classified students whose home instruction is expected to exceed 60 calendar days, shall be referred to the child study team for evaluation according to NJAC 6A:14 by the school physician.
10. When a classified student exceeds 30 consecutive days on home instruction, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.
11. Refusal or failure by a parent to participate in the development and revision of the student's IPP as required or to be present in the home shall be deemed a violation of compulsory education laws pursuant to NJSA 18A:38-25 through 31, and child neglect laws pursuant to NJSA 9:6-1 et seq.

### **Intermittent Home Instruction**

Intermittent home instruction is provided to those students who have a chronic medical condition and are expected to be out of school due to a chronic health condition for ten consecutive school days or 15 cumulative school days or more during the school year. The student should be classified "Other Health Impaired" or have a 504 Plan.

Intermittent home instruction can start in September and continue until the end of the school year if the condition persists. The following steps should be followed:

1. The Physician's Request for Home Instruction (Form A) is to be completed and submitted to the home instruction office.
2. When the student is expected to be out for the specified illness, the parent is to notify the school data entry clerk that the student is absent and will require a tutor.
3. The data entry clerk will notify the guidance counselor and the Home Instruction Coordinator
4. The guidance counselor notifies the teacher.
5. If the student will receive services from Alternatives Unlimited, the Home Instruction Coordinator will notify their contact person that services are needed.
6. The parent is to notify the Home Instruction Coordinator of any changes in the student's medical condition that affect the delivery of home instruction.
7. A Return to School note is to be submitted to the school nurse for each absence requiring the tutor.
8. The school nurse will forward a copy all return to school notes for home instruction to the Home Instruction Coordinator.
9. The tutor will only be sent to the home for the identified chronic illness listed on the original form submitted to the Home Instruction Office.

### **Out of School Instruction for Non-Medical Reasons – General Education Student**

Home Instruction will be provided to general education students if:

- The student is mandated by state law and rule for placement in an alternative program for violations of NJAC 6A:16-5.5 and 5.6 but placement is not immediately available;
- The student is placed on short-term or long-term suspension from participation in the general education program pursuant to NJAC 6A:16-7.2 and 7.3; or

- A court order requires that the student receive instructional services in the home or other out of school setting.
1. The school shall develop an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of delivery of instructional services and student progress
  2. The IPP will be developed by the Intervention and Referral Service Team (I&RS) if a student is expected to be on home instruction 30 calendar days or more.
  3. The IPP will be based upon consultation with the student's parent and a multidisciplinary team of professionals with appropriate instructional and educational services credentials to assess the behavioral, emotional, social, and health needs of the student and recommend a program to assess both educational and behavioral goals.
  4. The teacher providing instruction must be appropriately certified for the subject and grade level of the student.
  5. The teacher shall provide one-on-one instruction for no fewer than 10 hours per week on three separate days and no fewer than 10 additional guided learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom.
  6. If home instruction is provided in a small group, direct instruction that may include guided learning experiences shall be provided for no fewer than 20 hours per week provided on no fewer than three separate days during the week and the student to teacher ratio shall not exceed 10:1.
  7. The instruction shall meet the Core Curriculum Content Standards in accordance with NJAC 6A:8 and the requirements of the district board of education for promotion and graduation.
  8. If instruction is delivered in the student's home, a parent or other adult 21 years of age or older who has been designated by the parent must be present during all periods of instruction.
  9. Home instruction services may be provided by online tutoring services by Alternatives Unlimited, Inc.
  10. Refusal or failure by a parent to participate in the development and revision of the IPP or to be present in the home during periods of instruction shall be deemed a violation of compulsory education laws pursuant to NJSA 18A:38-25 through 31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.
  11. The district will maintain a summary record concerning students receiving home instruction because they could not be placed in the setting recommended as most appropriate in the students' IPPs. This summary record will be sent to the County Superintendent of Schools.

### **Out of School Instruction for Non-Medical Reasons – Special Education Student**

Home Instruction will be provided to special education students if:

- The student is recommended by the child study team for home instruction pending placement in an alternative setting but placement is not immediately available;
- The student is placed on short-term or long-term suspension from participation in the general education program pursuant to NJAC 6A:16-7.2 and 7.3; or
- A court order requires that the student receive instructional services in the home or other out of school setting.

- A student with a disability is removed from his or her current placement for more than 10 cumulative or consecutive school days in the school year pursuant to NJAC 6A 14-2.8(e).
1. Instruction services shall be provided to special education student's age three to 21 years of age.
  2. Home instruction services shall be consistent with the student's IEP
  3. When home instruction will exceed 30 consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.
  4. The teacher providing instruction must be appropriately certified for the subject and grade level of the student.
  5. The teacher shall provide one-on-one instruction for no fewer than 10 hours per week on three separate days and no fewer than 10 additional guided learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom.
  6. If home instruction is provided in a small group, direct instruction that may include guided learning experiences shall be provided for no fewer than 20 hours per week provided on no fewer than three separate days during the week and the student to teacher ratio shall not exceed 10:1.
  7. The instruction shall meet the Core Curriculum Content Standards in accordance with NJAC 6A:8 and the requirements of the district board of education for promotion and graduation.
  8. If instruction is delivered in the student's home, a parent or other adult 21 years of age or older who has been designated by the parent must be present during all periods of instruction.
  9. Home instruction services may be provided by online tutoring services by Alternatives Unlimited, Inc.
10. Refusal or failure by a parent to participate in the development and revision of the IEP or to be present in the home during periods of instruction shall be deemed a violation of compulsory education laws pursuant to NJSA 18A:38-25 through 31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.

### **Home Instruction as a Placement**

Home instruction will be provided to a student classified as disabled when it is deemed that his or her IEP be implemented through one to one instruction or in another appropriate setting when it can be documented that all other less restrictive program options have been considered and have been determined inappropriate. (NJAC 6A:14-4.8) **Child Study Teams are to contact the Home Instruction Office when placing student on home instruction or if continuing home instruction as a placement for students.**

## GUIDELINES FOR IMPLEMENTATION

A significant component of a successful Home Instruction Program is the tutor's ability to coordinate effectively with the classroom teacher(s). Direct contact with each of the student's teachers best accomplishes this goal.

There are four major participants in the home instruction process: the student, the tutor, the classroom teacher and the school counselor.

The following guidelines will be helpful to tutors when assuming the teaching responsibility of home instruction:

1. The student on home instruction is expected to return to school. One of the goals of the tutor is to facilitate the transition from home instruction to the normal school routine. It is the responsibility of the classroom teacher to provide the initial work to the tutor. (NOTE: The designated home instruction liaison can assist this process by collecting work from the classroom teacher(s) after contact has been made by the tutor and classroom teacher(s). HI Form E will be used for this purpose.
2. GRADING. Use the following as a guide for providing student grades:
  - a) If the student has attended school for half (or more) of the marking period when home instruction becomes necessary, the classroom teacher, in consultation with the home instruction tutor, is responsible for the student's grade.
  - b) If the student has received instruction by the home instruction tutor for more than half of the marking period, the home instruction tutor is responsible for the student's grade.
3. At the conclusion of home instruction and at the appropriate marking period, (see district progress report dates) the tutor is to submit grades to the Home Instruction Coordinator. It is the responsibility of the tutor to confirm these dates with the Home Instruction Coordinator. Failure on the part of the tutor to submit grades when due will result in withholding of pay.

## RESPONSIBILITIES

### PARENTS

1. Submit a signed and completed copy of the Physician's Request for Home Instruction Form to the School Health Services Office at 625 Plum Street in Vineland. HI Form A.
2. You will be notified by the Home Instruction Coordinator if the request for home instruction has been approved or denied within five days of your submission of the physician's request for home instruction.
3. If approved, you are to work with the Home Instruction tutor or with Alternatives Unlimited, Inc. to arrange a schedule for instruction.
4. Provide a home setting conducive to instruction.
5. Ensure that you or an adult 21 years of age or older that you designate is present during all periods of home instruction.
6. Ensure that student is present when tutor arrives. For excused absences from home instruction, students may be given additional assignments. Unexcused absences per district attendance policy will not be made up.
7. Supervise the student in following through with assignments.
8. Sign the Home Instruction tutor's time sheets, HI FORM G.
9. Report any problems with home instruction to the Coordinator of Home Instruction, Tina Bickerdyke at 794-6700 X 2306.
10. When your child is able to return to school submit a return to school note from the physician with any limitations or restrictions indicated. This note must be provided to the school nurse who will forward a copy to the designated Home Instruction Coordinator. The original note is to be filed in the student's health folder.
11. If your child requires an extension of home instruction, you must submit an additional note as in # 1 above.
12. Please note if the home instruction is expected to last more than 30 days and Individualized Program Plan (IPP) which requires your participation must be completed; if more that 60 days, the school physician will refer your child to the child study team as required in NJAC 6A:14.
13. **The home instruction department does not make decisions on school based activities that students may or may not participate in. Those decisions are made by the building principal.**

### STUDENTS

1. The student is expected to be at home when the tutor arrives.
2. The school district policy regarding attendance will apply.
3. The student on home instruction is expected to cooperate with the home instruction tutor by completing all assignments.
4. If the student is receiving online instruction the student is expected to login and to complete assignments.
5. If the student is absent from home instruction, no make up assignments will be given.
6. **The home instruction department does not make decisions on school based activities that the students may or may not participate in. Those decisions are made by the building principal.**

## **HOME INSTRUCTION TUTORS**

1. Complete HI Form F, the Home Instruction Tutor Information Sheet and send to the Home Instruction Coordinator.
2. Upon assignment of a student, contact the teacher to obtain completed Form F from the student's teacher and any assignments, tests, and answer keys to assist in the delivery of home instruction.
3. Contact the parent to arrange a schedule of times for tutoring.
4. Tutoring may only be done if the parent or an adult over 21 designated by the parent is present.
5. After two attempts to deliver the home instruction and the student is not there or the parent or other adult over 21 designated by the parent is not there, contact the Home Instruction Coordinator, Tina Bickerdyke at X 2306.
6. Work cooperatively with the student's teacher regarding grading. See #3 in the Teacher's section of this manual.
7. Make sure the parent signs the time sheet, Form G before submitting it to the Home Instruction Coordinator.
8. Submit HI Form H or Home Instruction Grade Form to the Home Instruction Coordinator according to the schedule outlined in the Progress Report Memo, HI Form I. Failure to submit grades in a timely manner will result in the withholding of pay.
9. Tutors are responsible for submitting timesheets in a timely manner and making sure that parent's signature is in place prior to submission. If needed, additional time sheets may be used. Do not use white out on any of the paperwork.

## **TEACHERS**

1. Once notified that one of your students is going on home instruction and you are not the assigned tutor, complete HI Form E and give to the tutor.
2. You are responsible for providing assignments, testing materials, and answer keys to the tutor.
3. Grading is to be done according to the following:
  - If the student has attended school for half (or more) of the marking period when home instruction becomes necessary, the classroom teacher, in consultation with the home instruction tutor, is responsible for the student's grade.
  - If the student has received instruction by the home instruction tutor for more than half of the marking period, the home instruction tutor is responsible for the student's grade.
  - Grades are to be sent to the home instruction coordinator who will forward them to the school counselor. See Progress Report Dates or check with Home Instruction Coordinator for dates when grades are due.

## **SCHOOL COUNSELOR**

1. Works with the Home Instruction Coordinator and Home Instruction Designee in the delivery of home instruction.
2. Assists the Home Instruction Coordinator with any problems or questions arising from home instruction.
3. Is a liaison between the student's family and the school and will monitor the progress of the home instruction.
4. Will communicate with teachers and Home Instruction Coordinator if any serious problems regarding curriculum should arise.
5. Works with the Home Instruction Coordinator, the Home Instruction Liaison, and parent when needed.
6. Assists with the IPP and IEP when needed.
7. The Health and Social Services Coordinator will be responsible for making a home visit if the need arises.

### **SCHOOL NURSE**

1. Provides parents with Physician's Request for Home Instruction, HI Form A, if requested.
2. Checks the form for completeness and immediately faxes to the Home Instruction Coordinator (507-8796). The original request is then sent via board mail to School Health Services Office.
3. Sends Form C to the designated Home Instruction Liaison who will enter excused absences.
4. Faxes the "Return to School" note to the Home Instruction Coordinator and places the original return to school note in the student's health folder.
5. Participates in the student's IPP or IEP when requested.

### **HOME INSTRUCTION LIAISON**

1. When notified by the Home Instruction Coordinator or the school nurse that a student is going on Home Instruction, notify the student's teacher to determine if he or she would like to tutor the student.
2. Once tutor is determined, notify the Home Instruction Coordinator
3. Adjust the student's absences when HI Form D Home Instruction Notification Form, is received.

### **HOME INSTRUCTION COORDINATOR**

2. On receipt of doctor's notes received in the office or from the school nurse paperwork is prepared for school physician's approval or denial.
3. If home instruction is denied, the parent is notified.
4. If approved by the school physician then home instruction is arranged with the tutor.
5. Complete Home Instruction Notification form and e-mail to the designated Home Instruction Liaison, school nurse, school counselor, and computer operations designee.
6. Assists the Home Instruction Liaison in obtaining a tutor.
7. Provides student information to the tutor.
8. Assist parents and tutors if problems arise in the delivery of the home instruction.

9. Process the tutor's paperwork (timesheets, grades, etc.) and send to the appropriate department.
10. Verifies the attendance entries in Fusion after the completion of Home Instruction.

### **SCHOOL PHYSICIAN**

1. Reviews the medical home instruction requests received from the Home Instruction Coordinator.
2. Approves or denies the home instruction based on doctor's notes from the student's treating physician.
3. Contacts the student's treating doctor if there are any questions in reference to the request for home instruction.
4. Refers non-classified students to the child study team if the home instruction is expected to exceed 60 calendar days per NJAC 6:A14.
5. Refers classified students to the child study team for review and revision of the IEP, if needed, when the home instruction is expected to exceed 30 consecutive days.

### **CHILD STUDY TEAM**

1. Classified students placed on Home Instruction will receive a program that is consistent with the student's IEP to the extent appropriate. When the provision of home instruction will exceed 30 consecutive days, the child study team shall convene a meeting to review and if appropriate, revise the student's IEP.
2. If the student is placed on Home Instruction for programmatic reasons, the Child Study Team will follow the mandates of the Administrative Code. The Case Manager will keep a weekly contact with the parent.

## HOME INSTRUCTION PARENT LETTER

Dear Parent:

Enclosed you will find the Physician's Request for Home Instruction that must be completed by the treating physician and returned as soon as possible. This request is pending approval of our Chief School Physician, Dr. Venugopal. Please be aware that Home Instruction can only be provided if the student is ill or injured and is likely to be out of school for a period of ten (10) consecutive school days or two (2) school weeks. If your child will be out longer than your doctor's note states or for a longer than Dr. Venugopal approves a new note is required before the home instruction ends.

If a student is expected to be out for more than thirty (30) days, an Individualized Program Plan which requires your participation must be written for the student.

Students will receive ten (10) hours of instruction per week including guided learning experiences. An adult 21 or older must be present in the home during all periods of instruction.

All students must have a doctor's note with any limitations noted in order to return to school. All notes must be given to the school nurse.

Once approved for home instruction you will receive a list of parental and student responsibilities. If you have any questions feel free to contact the Coordinator of Home Instruction, Tina Bickerdyke at 794-6700 X 2306 or you may contact me directly at 794-6700 X 2314.

Sincerely,

Mrs. Rosolyn Williams, RN, MA, NCSN  
Supervisor of School Health Services

**Vineland Public Schools**  
**Physician's Request for Home Instruction Form**  
(To be completed by the treating physician)

**Parents please complete section below:**

Student's Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent \_\_\_\_\_ Alternate number \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ ID # \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**I certify that the information contained in this document is accurate, true, and complete.**

**Treating Physician only please complete the following:**

To: Dr. Venugopal, Chief School Physician:

\_\_\_\_\_ is under my care for \_\_\_\_\_  
(Please **print** student's name) (Diagnosis)

1. Symptoms: \_\_\_\_\_
2. Objective findings on physical exam: \_\_\_\_\_
3. Diagnostic studies: \_\_\_\_\_
4. Consultations/Hospitalizations: \_\_\_\_\_
5. Treatment plan: \_\_\_\_\_
6. Prognosis: \_\_\_\_\_
7. EDC (if pregnant) \_\_\_\_\_

In my opinion, this student may be unable to attend school for a period of \_\_\_\_\_ weeks. (Please do not omit this estimate).

**Print Physician's Name:** \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Physician's Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Physician's stamps will not be accepted. This must be *signed* by the treating physician ONLY.**

**For Dr. Venugopal's Use Only:**

Student has an IEP \_\_\_\_\_ 504 Plan \_\_\_\_\_ IPP \_\_\_\_\_

\_\_\_ I am approving this home instruction for \_\_\_\_\_ weeks.

\_\_\_ I am not approving this home instruction because \_\_\_\_\_

**Please send form to: Home Instruction Coordinator, Vineland Public Schools, 625 Plum Street, Vineland, NJ 08360.**  
**Contact Tina Bickerdyke at 794-6700 X 2306 if you have any questions or need assistance with this form.**  
HI FORM A. (7.08)

**PARENT NOTIFICATION OF HOME INSTRUCTION APPROVAL**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear \_\_\_\_\_,

Your child, \_\_\_\_\_, has been approved for home instruction. This instruction will begin on \_\_\_\_\_ and will end on \_\_\_\_\_. You will be contacted by the tutor to arrange a schedule.

In order to make this a successful experience for your child, we have included a list of parental responsibilities.

If at any time you have questions regarding the delivery of home instruction or need assistance, please call the Home Instruction Coordinator, Tina Bickerdyke at 794-6700 x 2306.

Sincerely,

Rosolyn P. Williams, RN, MA, NCSN  
Supervisor, School Health Services

**SCHOOL NURSE NOTIFICATION TO HOME INSTRUCTION LIAISON**

\_\_\_\_\_ Date

To Home Instruction Liaison:

As of \_\_\_\_\_, we have received a Doctor's note requesting  
Date

Home Instruction for \_\_\_\_\_ / \_\_\_\_\_.  
Students Name ID#

Mrs. Tina Bickerdyke will notify you when Home Instruction is approved.

\_\_\_\_\_ Nurse

\_\_\_\_\_ School

\_\_\_\_\_ Number





## HOME INSTRUCTION TUTOR INFORMATION SHEET

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/state/zip code \_\_\_\_\_  
Home phone \_\_\_\_\_  
Work phone \_\_\_\_\_  
Cellular Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

May I give your phone # to parents? \_\_\_\_\_yes \_\_\_\_\_ no

Please check all that apply:

Home instruction {any student} \_\_\_\_\_

Home instruction {my students} \_\_\_\_\_

Private tutoring \_\_\_\_\_ School year \_\_\_\_\_ Extended School Year \_\_\_\_\_

**Tutors please note: You must be appropriately certified for the subject, grade level, and special needs of the student pursuant to NJAC 6A:9, Professional Licensure and Standards.**

Please only indicate subjects that you are **certified** to teach and **attach a copy of your certification**.

**Preschool /Elementary** \_\_\_\_\_ **Secondary** \_\_\_\_\_ **High School** \_\_\_\_\_

List subject area(s) \_\_\_\_\_

Special Education \_\_\_\_\_ Classification \_\_\_\_\_

To be considered for the **2008-2009** school year please fill out and return to the Home Instruction Coordinator:

Tina Bickerdyke  
Reber Administration Building  
School Health Services Department  
625 Plum Street  
Vineland, NJ 08360



**HOME INSTRUCTION GRADE FORM**

Month \_\_\_\_\_

Tutor: \_\_\_\_\_

Subject: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Student: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Homework:

Quizzes/Tests:

Comments:

GRADES: Give numerical and letter grades Grade given by: *Tutor / Teacher*  
(Please circle one)

1st Marking Period \_\_\_\_\_ / \_\_\_\_\_

2nd Marking Period \_\_\_\_\_ / \_\_\_\_\_

3rd Marking Period \_\_\_\_\_ / \_\_\_\_\_

4th Marking Period \_\_\_\_\_ / \_\_\_\_\_

Final Grade \_\_\_\_\_ / \_\_\_\_\_

Number of Days absent from Home Instruction: \_\_\_\_\_

Dates: \_\_\_\_\_

Reason: \_\_\_\_\_

\*No Timesheets will be turned in if there is not a completed Home Instruction Report for each subject that is being taught.

\*\* Please consult the attached memo re Closing Dates for Grades to determine the appropriate dates for this entry.

HI FORM H

TO: Elementary and Middle School Principals  
Supervisors of Instruction  
FROM: Dr. Keith C. Figgs  
Assistant Superintendent for Administration  
RE: **Progress Report Dates** 2008-2009 SCHOOL YEAR  
Closing Dates for Grades  

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**Due Date for WEB Grading**  
**Parent Conference Dates**

Grades Kindergarten - 8

<u>Marking</u> <u>Period</u>	<u>Web Grading for</u> <u>Progress Reports</u> <u>Due (grade 1-8)</u>	<u>Marking Period</u> <u>Closing Date</u>	<u>WEB Grading for</u> <u>Report Cards Due</u>	<u>Issue</u> <u>Date</u>
1	Oct. 8	Nov. 12	Nov. 17 (gr 1-8 only)	Nov. 26
2	Dec. 19	Jan. 30	Feb. 4	Feb. 12
3	Mar. 6	Apr. 3	April 9	April 23
4	May 13	June 3	June 10	Last Day

2008-2009 Parent Conference Dates

**Kindergarten - 8**

Monday, Nov. 24, 2008	Elementary Schools Middle Schools	1:45-3:45 p.m. 6:00 p.m. – 8:00 p.m.
Tuesday, Nov. 25, 2008	Elementary Schools Middle Schools	6:00 p.m. – 8:00 p.m. 1:15 – 3:15 p.m.
*Wednesday, Feb. 11, 2009	Middle Schools	6:00 p.m. – 8:00 p.m.
*Thursday, Feb. 12, 2009	Middle Schools	1:15 – 3:15 p.m.
Monday, April 20, 2009	Elementary Schools	6:00 p.m. – 8:00 p.m.
Tuesday, April 21, 2009	Elementary Schools	1:45 – 3:45 p.m.

**PLEASE NOTE:** PreSchool and Kindergarten conferences will be scheduled along with Elementary Schools. Changes in dates may be made for a marking period or at the end of the year due to school closings because of inclement weather, other emergencies, etc.

**\*Middle Schools will have conferences 1<sup>st</sup> and 2<sup>nd</sup> marking periods.**

**(As in the past, Elementary Schools will have their conferences 1<sup>st</sup> and 3<sup>rd</sup> marking periods.)**

KCF:jct

cc: Mr. Ottinger, Dr. Guccio, Mr. Franchetta, Mr. Peters, Mrs. Greenfield, Mr. Sbrana, Mrs. Polof  
Mrs. DeMatte, Mr. Goodwin, Mr. Callavini, Mrs. Holt

VINELAND PUBLIC SCHOOLS  
HOME INSTRUCTION PROCEDURES  
2008-2009

This Home Instruction Procedure Manual has been prepared to reflect the latest code revisions. Most of the forms used for the delivery of home instruction are included in this manual. Any inquires regarding Home Instruction should be directed to the following individuals and in this order:

Home Instruction Coordinator  
Tina Bickerdyke  
794-6700  
X 2306  
Fax 507-8796

Rosolyn Williams, RN, MA, NCSN  
Supervisor of School Health Services  
794-6700  
X 2306  
Fax 507-8789

Dr. Keith Figgs  
Assistant Superintendent  
794-6700  
X 2008