

REGULATION #2481 HOME INSTRUCTION PROCEDURES

Home Instruction is provided to Vineland Public School students who are absent from school for medical reasons for a period of two weeks or longer.

1. A doctor's note must be provided with a request for Home Instruction and HI Form A must be completed by the physician. The following information will be supplied by the child's doctor:
 - a. The reason the home instruction is necessary.
 - b. The medical problem(s); including history, diagnosis, prognosis and medication, if any.
 - c. The course of action for the treatment.
 - d. The length of time needed for home instruction
2. The parent forwards this note to the School nurse who reviews it for accuracy and then faxes it to the Home Instruction Coordinator (507-8776)
3. The home instruction services shall begin no later than seven days after the physician's certification. This period of instruction begins from the date the student's doctor's note is received and approved by the school physician.
4. The Coordinator of Home Instruction faxes this note to the School Physician for approval/denial.
5. When the Home Instruction Coordinator receives approval, she will immediately fax HI FORM B, Home Instruction Notification Form, to the Data Machine Operator (Attendance and Home Instruction Liaison), and the School Nurse, Sandy Lovisone and the tutor or Nexus.
6. If the home instruction is not approved by the School Physician, the Home Instruction Coordinator will forward the information to the Director of School Nursing or to Dr. Figgs.
7. Once a determination is made by the school physician that Home Instruction is warranted, the instruction will be provided for a period of up to sixty (60) days. An updated doctor's note is required after thirty days.
8. Instruction will be provided for elementary and middle school students for five (5) hours per week and will be given for all subjects.
9. Instruction will be provided for high school students for ten (10) hours per week and will be given for all subjects
10. Instruction will be provided for classified students for at least ten (10) hours per week. The IEP team will determine the number of hours of instruction.
11. After sixty (60) days of instruction, the school physician will refer a non-disabled student to the Child Study Team according to N.J.A.C. 6A:14-3-3(e)
12. A maternity student will be provided home instruction if either she or the baby encounters complications after the delivery and this situation is certified by a physician. The doctor's note will be submitted to the school physician for approval/denial.

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 guidance 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. The more contact that the tutor and classroom teacher(s) maintain, the better it is for the student. It is both permissible and advisable to ask the classroom teacher(s) to share work, homework assignments, tests, etc. (NOTE: The designated school based data machine operator 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 C will be used for this purpose.

2. **GRADING:** It is the responsibility of the Home Instructor to supply grades to the teacher for courses taught while a student is on Home Instruction.

In most cases, the tutor should work cooperatively with the classroom teacher(s), since teaching materials, tests, etc. will be shared with the tutor, and the tutor should assign grades agreed upon by both parties.

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 instructor, is responsible for the student's grade.

b) If the student has received instruction by the home instructor for more than half of the marking period, the home instructor is responsible for the student's grade.

c) The building principal will determine who is responsible for the student's grade if there are any questions.

3. At the conclusion of home instruction (and at appropriate marking period, if home instruction involves more than 45 days), the tutor is to submit grades for the time period of Home Instruction to the Home Instruction Coordinator and the designated Data Machine Operator Home Instruction Liaison.

RESPONSIBILITIES

PARENTS

1. Obtain a medical note from the student's physician and the completed HI FORM A , Home Instruction Medical Form which will include:.

A doctor's note must be provided with a request for Home Instruction.

This note shall include:

a) The reason the home instruction is necessary.

b) The medical problems; including history, diagnosis, prognosis and medication, if any.

- c) The course of action for the treatment.
 - d) The length of time needed for home instruction.
2. Forward the note and HI Form A to the School nurse who will fax the form and the note to the Home Instruction Coordinator.
 3. Work with the Home tutor or Nexus (Waterstreet) to arrange a schedule for instruction.
 4. Provide a home setting conducive to instruction.
 5. Supervise the student in follow-through with assignments.
 6. Sign the Home Instructor's time sheets HI FORM D, indicating the accuracy of time of instruction. (In accordance with the NJ Code). If the student is in the hospital and the parent is not available, the Charge Nurse and/or the person responsible for the student may sign the time sheet.
 7. Report any problems to the Home Instruction Coordinator (794-6700 x 2308) immediately.
 8. Obtain a medical note from the student's physician, stating that the student is permitted to return to school. This note must be provided to the school nurse who will forward a copy to the designated Data Machine Operator Home Instruction Liaison.
 9. If the student's doctor's note is extended, procedures #1, #2 must be repeated .

HOME INSTRUCTION COORDINATOR

1. Fax all doctor's notes requesting home instruction to the school nurse
2. On receipt of doctor's notes received from the school nurse, fax these notes to the school physician for approval.
3. Set up home instruction with the tutor/Nexus, when the approval from the school physician is received.
4. Fax HI FORM B, Home Instruction Notification Form, to the designated Data Machine operator Home Instruction Liaison, the tutor/NEXUS, the school nurse and Sandy Lovisone.
5. Send any unapproved doctor's notes to the Director of Nursing or the Assistant Superintendent for Administration.
6. Send the Parent approval letter, HI FORM D, Parent Notification of Home Instruction Approval.
7. Verify the attendance entries in Fusion after the completion of Home Instruction.

SCHOOL NURSE

1. Review the doctor's note for accuracy.
2. Contact the parent if the doctor's note and HI FORM A are lacking any information.
3. Fax the doctor's note to the Home Instruction Coordinator (507-8776) when verified for accuracy.
4. Notify the designated Data Machine Operator Home Instruction Liaison who will enter excused absences.

5. Notify the Data Machine Operator Home Instruction Liaison as soon as the doctor's note permitting the student to re-enter school , or an extended doctor's note, is received.
6. Fax re-entry notes and extension notes to the Home Instruction Coordinator.

DATA MACHINE OPERATOR HOME INSTRUCTION LIAISON

1. Enter the excused absences when notified by the school nurse that a student has a doctor's note
2. Adjust the student's absences when HI FORM B, Home Instruction Notification Form, is received
3. Complete Section 2 of HI FORM B, Home Instruction Notification Form, when the re-entry doctor's note is received from the school nurse.
4. Fax the completed HI FORM B, Home Instruction Notification Form, to the Home Instruction Coordinator (507-8776)

TEACHERS

1. Complete HI Form C, Teacher Home Instruction Assignment Form.
2. Assign the Final Grade based upon the work and grades turned in by the tutors.

TUTOR/ NEXUS (Waterstreet):

1. Contact parents of the student to arrange a schedule of instruction.
2. Contact the designated school based designated Data Machine Operator Home Instruction Liaison to obtain materials and assignments for the student's instruction.
3. Keep an accurate Time Sheet of hours of home instruction worked.
4. Have parent/guardian sign the Time Sheet. (If student is in hospital, charge nurse and/or person responsible for student patient may sign the Time Sheet in parent's absence.)
5. Notify the Home Instruction Coordinator of any problems regarding Home Instruction of the student assigned.

Common Problems:

- a. Atmosphere not conducive to learning
 - b. Contagious disease (tutor or student)
 - c. Justification for Home Instruction
6. Send to the Home Instruction Coordinator grades for any marking period that occurs during instruction and/or as soon as the student has returned to school. The Home Instruction coordinator will immediately fax the grades to the guidance counselor and the student's teacher.
 7. If a Child Study Team evaluation is initiated, the tutor will be requested to complete the part of the Identification Data Form dealing with subjects that he/she is teaching and note any comments.

GUIDANCE COUNSELOR:

1. Is notified by the Home Instruction Coordinator of any problems, questions or changes in information.
2. Is a liaison between the student's family and the school and will monitor the progress of the home instruction.
3. Will communicate with teachers and Home Instruction Coordinator if any serious problems regarding curriculum should arise.
4. Works with the Home Instruction Coordinator and/or Attendance Secretary if questions and/or problems with home instruction should arise.

SCHOOL PHYSICIAN

When a non-disabled student is confined at home or to a hospital by a physician for more than 60 calendar days the school physician through the Director of Special Education shall refer the student to the Child Study Team according to NJAC 6A 12-3.3(e).

CHILD STUDY TEAM

In the case of students with disabilities placed on Home Instruction due to temporary illness or surgery, or for programmatic reason, the district shall provide a program that is consistent with the student's IEP to the extent appropriate. When the provision of 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.

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.

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