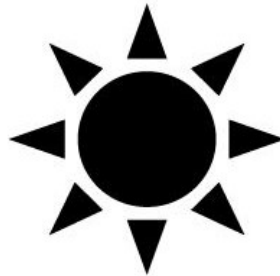

K-3 HOME INSTRUCTION GUIDELINES



Shelly Rowe
Principal
Baker School



Brian Carter
Principal
Roberts School



Leisa Karanjia
Principal
South Valley
School

PROCEDURES FOR HOME INSTRUCTION

In case of an extended absence, (10 consecutive or 20 cumulative days) home instruction can be requested with no cost to the family. Parents/guardians are asked to comply with the following guidelines and Board of Education Policy (File Code 2412) should their child require this service.

To request this service:

1. Contact the elementary school building principal and apprise him/her of the child's status. Students with an IEP should contact the Child Study Team to request home instruction.
2. Submit to the administrator (elementary building principal) in charge of home instruction:
 - A note from the parent or guardian stating that the child is in need of homebound instruction.
 - A physician's note stating the diagnosis and approximate length of time that home instruction will be required.

While on home instruction:

3. A student's main priority while on home instruction is to follow the doctor's directions for recovery and at the same time try to maintain his or her academic program.
4. Students on home instruction are still full time students at MTPS and must follow the same expectations as if they were in school.
 - Instruction will follow the MTPS course curriculum.
 - The regular classroom teacher's mid-term exam (if applicable) and final exam for the course will be completed by the student at the high school during the regularly scheduled exam time. Upon written request to the administration by the student's parents, exception may be granted on a case to case basis.
 - Students may not be employed during the regular school day.
 - Students may **not** participate in extracurricular activities/field trips while on home instruction or part time home instruction. Requests for exceptions must be made in writing to the principal. The request must also include a doctor's note indicating that the student is well enough to participate.
5. Teachers providing home instruction shall be certified. The regular classroom teacher will be the first priority to teach home instruction students. The second priority will be given to another certified teacher from the building; then other Moorestown certified school personnel. Last priority will be given to teachers outside the district or an approved on-line provider.
6. Home instruction hours should comply with N.J.A.C. 6a:16-10.1. Students typically receive five (5) hours of home instruction per week, one hour per core curriculum subject area. Elective programs are eligible for Home Instruction at the discretion
7. The home instructor shall call the parent(s)/guardian(s) to arrange a mutually convenient time for instruction. Adult presence in the home is required when instruction is given.
8. The home instructor will work with the classroom teacher (or supervisor) in following the Home Instruction Agreement related to instruction, testing, and grading. Tests and quizzes will be administered during pre-arranged Saturday test sessions or during 12th period with the teacher of record. Requests for exceptions must be made in writing to the Principal and the Director.
9. Parents must contact the home instructor to change a scheduled lesson at least 24 hours in advance (except for emergencies; then immediate notice is expected). Failure to notify the instructor that the student cannot meet for a scheduled lesson are subject to administrative review. Unnecessary cancellations may be cause for administrative re-evaluation of home instruction services. Please notify the administrator in these situations.
10. The home instruction time sheet **must be signed by the parent/ guardian at the conclusion of every home instruction lesson.**
11. Students will receive a report of their progress through the regular MHS interim reports and grade report procedures.
12. Students on home instruction for an extended period of time will be referred to the Child Study Team after 60 calendar days.

Prior to return of student to school:

13. When the student is able to return to school, please submit the following to the administrator in charge of home instruction.
 - A note from the parent or guardian stating the date that the child will be returning to school.
 - A physician's note stating that the student is well enough to return to school.
14. Students returning from home instruction will report to the guidance office, main office or nurse.
15. Upon the student's return to school, the administrator or designee will notify the regular classroom teachers, student's counselor, attendance office, and counseling office of the date of the return.

Moorestown Township Public Schools

To: Director of Curriculum and Instruction

From: Principal

Date:

Re: Home Instruction

The following student has been placed on Home Instruction: Student:

Grade: Counselor:

Effective Date: Est.

Return Date:

Placed By: Physician _____ Discipline _____ Other _____

Approved: _____ **Date:** _____

Important:

The Attendance Office, Child Study Team, and the Counseling Office will be notified when the student is placed on Home Instruction. They will also be notified when the student returns to school, by filling in the form and forwarding it to the copy list below.

_____ Returned to School _____
Student's Name **Date**

- Cc: Attendance
School Nurse
Counselor Assistant Principal
Student's Teacher

Attachment: Medical Documentation