



LAWRENCE TOWNSHIP PUBLIC SCHOOLS

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Home Instruction

Students will be placed on home instruction in accordance with New Jersey Administrative Code 6A:14-4.8 and 6A:16-10.1 & 10.2 Please see attached.

In general, a student is eligible for Home Instruction when there is an identified temporary or chronic health condition for 10 consecutive or 15 cumulative days and/or the student has been suspended. For students that are ill, the parent must submit written documentation from a physician attesting to the need for confinement at the student's residence.

Procedure for Placement on Home Instruction

1. Parent notifies the school to initiate process and completes the ***Request for Medical Home Instruction Application***. Upon receipt of the signed request, parents will receive ***Request for Home/Bedside Instruction***. Included with this document is an ***Authorization to Release Medical Information*** for the school physician.
2. Upon receipt of request and medical documentation, the **School Nurse** contacts the school physician to verify determination of need for Home Instruction without delay.
3. **School Counselor** notifies parent/guardian of the school physician's dispensation.
4. **School Counselor** contacts and then submits ***Request for Home/Bedside Instruction*** for medical reasons (Form #1) to the Department of Special Services.
5. **School Counselor** completes the ***Home Instruction Plan*** by identifying appropriately certified and board approved instructors and then submits this form to the Department of Special Services after receiving a sign off by the supervisor of guidance. **As per new code regulations, the school shall provide instructional services within five school days of home instruction request.**
6. Upon receipt of the ***Home Instruction Plan***, the appropriate board approved, certified **Home Instructor** will call parent/guardian within 2 days of receipt of assignment to schedule day and time for instruction. Parent(s)/guardian(s) must be at home during the time Home Instruction is provided. If not, instruction may take place in a public venue. **Total time** for home instruction is:
 - hour per day plus 1 hour of guided learning experiences for ill students, if physically able.
 - 2 hours of instruction for special education students per day
 - 2 hours per day of direct instruction plus 2 hours of guided learning experiences per day for regular education students out for other issues.

Instruction must be provided on no less than 3 separate days during the week.

Note: Instruction is to commence on the 6th day of absence for students experiencing a temporary illness and on the 16th day for students that have reached a cumulative absence of greater than 15 days. Calculation of hours owed begins on the 6th and 16th day respectively.

7. **School Counselor** notifies the appropriate teachers and request that course syllabus, text books, and assignments be submitted to the Guidance Office within three (3) days of request. The counselor will act as the liaison between the teachers and homebound instructors.



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8. **Home Instructor and/or Parent** calls the child's school counselor to arrange for pickup of materials and assignments.
9. **Home Instructor** should contact the School Counselor when there are problems with the child's attitude, absences, problems with parents, obtaining materials/assignments, etc.
10. The **Department of Special Services** will send an official, written notice to the school counselor and individual responsible for the school register with home instructor's name and the date instruction will commence. Attendance Coordinator will be notified concomitantly by the **School Counselor**.
11. **Home Instructors** will pick up and return pay vouchers, home instruction summaries, and lesson plans to the Department of Special Services, located in the Administration Building each month
12. **School Counselors** will complete a home instruction monthly log for students receiving instruction greater than 3 weeks and submit directly to the Supervisor of Guidance.
13. **School Counselors** must develop an *Individualized Program Plan (IPP)* if student confinement is to exceed 30 calendar days.
14. **School Counselors** must submit student names to the Child Study Team for evaluation when confinement will exceed 60 calendar days.
15. **Parents** must notify the school counselor at least three days prior to the anticipated return of student to school. In grades K-12, the student would check in the nurse's office the 1st day back and submit *Release from Home Instruction* documentation.
16. The **Home Instructor and/or Parent** should return all books and assignments to the school counselor prior to or on the date student returns to school.
17. The **School Nurse** will call the school secretary and the Department of Special Services to verify that the child actually returned. The secretary will send a notice to the school attendance coordinator stating the date student will be taken off home instruction register.
18. The **Home Instructor** will complete and return a progress report for each subject taught to the Director of Special Services, and a copy will be sent to appropriate school counselor and parent.
 - A. Students on home instruction for one-half of the marking period or less will receive a grade from the regular/content area teacher.
 - B. Students on home instruction for more than one-half of the marking period, or more than five weeks, will receive a grade from the home instructor. The home instructor will issue a pass (P) or fail (F) grade.
 - C. Pass-Fail grades received on home instruction are not calculated in a student's grade point average (GPA).