

Robbinsville Public School District

# Home Instruction Manual

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**This handbook is presented to the parent/guardian of a home instruction program student in an effort to ensure a smooth transition into the home instruction program, provide quality instruction, and give direction for re-entry into the regular school setting.**

## **INTRODUCTION**

Any student with a temporary illness or injury which makes attendance in regular day classes or alternative education program impossible or inadvisable may receive home instruction. Instruction in the home or other alternate setting will be provided by the Robbinsville Public School District.

The purpose of Home Instruction is to support the student in maintaining continuity of instruction during the student's absence from the regular program.

To qualify for home instruction, the parent/guardian must provide a completed request for medical homebound instruction which includes a statement from the student's physician indicating that the student will be confined to his/her residence or other treatment setting for 10 consecutive school days or 20 or more cumulative school days during the school year.

Please read this handbook carefully. During the course of a home instruction placement you may have questions or concerns. The Robbinsville Public School District encourages your calls should you have questions, concerns, or just need general information.

## **ELIGIBILITY**

The student's physician shall have determined, in writing, that the student is unable to attend school for a period of 10 consecutive school days or 20 or more cumulative school days during the school year. Home instruction is limited to 60 day increments. If it is anticipated that the student will require additional medical home instruction beyond the approved duration, a new Application for Medical Home Instruction form must be received by the School nurse **prior to the ending date.**

1. Home instruction will not be assigned when there are less than ten (10) or fewer days in the school year.
2. For home instruction to be assigned to a special education student, a completed Individualized Education Plan (IEP) is required. If a parent/guardian or a physician requests that a special educational student be placed on home instruction for a period longer than 30 school days, the IEP must be amended to reflect this change of placement.

## COURSE OF STUDY

1. Every effort will be made to maintain continuity in the course of study for each class or subject area taught.
  
2. In developing a student's home instruction plan, consideration is given to physician orders,
  - a. Health of the student.
  - b. Ability to replicate a course in the home environment (e.g., AP, IB, Honors, lab sciences). Some courses may differ from school based courses, such as courses in the science, elective areas, and some language courses cannot be replicated. **SPECIAL NOTE:** These courses not only have rigorous requirements, but many include an external exam as well. Many courses in the science and elective areas offer activities that may only be completed using the equipment and/or facilities available in the school setting. These activities cannot be duplicated away from school.
  - c. Courses necessary for the student to maintain their academic status.
  - d. The course of study for a special education student will be consistent with the instructional objectives of the IEP.

## **REQUEST FOR MEDICAL HOME**

### **INSTRUCTION**

1. Parent/Guardian obtains application for Medical Home Instruction from the Department of Student Services at the Robbinsville Board of Education, or the district website.
2. The application must be completed in full by the treating physician.
3. Parent/guardian signs and returns the completed Application for Home Instruction to the Department of Student Services.
4. The Department of Student Services forwards it to the school physician for review and notifies the student's guidance counselor and/or case manager.
5. The district receives application back from school physician. Parent/Guardian is notified within 5 school days of approved or denied request.
6. The Department of Student Services will then schedule home instruction with an online

education agency or with a home tutor, if appropriate, within 5 days of receipt of approval and notify the parents/guardians of the Home Instruction Plan.

If the district determines that a home instructor is necessary, the district will provide a credentialed teacher for up to five (5) hours per week for a general education student, ten (10) hours per week for a special education student. The district will work closely with your guidance counselor and classroom teacher(s) to insure that a current and relevant curriculum is being provided.

The District reserves the right to cancel enrollment if the student is not benefiting from the program, or the conditions in which instruction is provided are not conducive to learning, or if the number of student absences is excessive

## **REQUEST FOR NON-MEDICAL HOME INSTRUCTION**

Non-medical home instruction is requested by the building principal for students placed on short- or long-term suspension from participation in the general education program, or a court order requires the student to receive instructional services in the home or other out-of-school setting.

For requests for non-medical home instruction, the district shall provide services no later than five (5) school days after the student has left the general education program.

The Department of Student Services will then schedule home instruction with an online education agency or with a home tutor, if appropriate, and notify the parents/guardians of the Home Instruction Plan.

If the district determines that a home instructor is necessary, the district will provide a credentialed teacher for up to ten (10) hours per week and ten (10) hours per week of guided instruction. The district will work closely with your guidance counselor and classroom teacher(s) to insure that a current and relevant curriculum is being provided.

## **PARENT/GUARDIAN RESPONSIBILITIES**

In order to provide the best possible instructional program during this time, we request that the parent/guardian participate in the following ways:

If the district determines that a home instructor is necessary, the district will provide a credentialed teacher for up to five (5) hours per week for a

general education student, ten (10) hours per week for a special education student. Home Instruction will not be provided when school is not in session (Winter Break, Spring Break, or Summer Break).

1. It is required that the parent/guardian or an adult age 21 or over be present in the home during the instructional time. **No instruction can take place without an adult present.**
2. The parent/guardian or adult will sign the Record of Home Instruction hours at the conclusion of each session, verifying that instruction was provided on that day.
3. Provide an environment for study that is quiet, well lit, and free from interruptions. Pets should be secured in an area away from the student/teacher study area.
4. No siblings should be present in the room during lesson time. If other arrangements need to be made, please discuss this with the home instructor
5. Supplies left for the student by the instructor should be on the table ready to use when the home instructor arrives to begin instruction.
6. The student should be rested and ready for instruction.

7. The home instructor shall be in charge when instruction begins.
8. Inform the home instructor of any academic or health-related problem your child may be experiencing that may affect the home instruction.
9. If your child is unable to attend instruction at the scheduled time, please contact the home instructor or Home Instruction Coordinator in advance of the scheduled time. Make-up hours may be arranged with the home instructor before the end of the home instruction period, or the school year.
10. Meet and confer regularly with the home instructor to discuss your child's progress.
11. Contact the student's guidance counselor and/or case manager should you have any questions or concerns.

### **ONLINE EDUCATION AGENCY**

When an online education agency is being provided, the guidance counselor/case manager will assign the course codes for the subject areas of home instruction. The agency will request course content from the teachers for short term home instruction. If long term home instruction is

required, the guidance counselor will assign a course code for self-paced courses.

The online education agency will assign a personal learning coach for the student. The personal learning coach is available via a toll free phone number or email.

The online agency will provide weekly progress reports to the student's guidance counselor/case manager, and parent/guardian for review.

## **THE HOME INSTRUCTOR**

The home instructor for your child has been selected from properly credentialed teachers previously approved by the Board of Education. These home instructors will be assigned by the Home Instruction Coordinator. Selection of the home instructor for your child will be based upon established and approved practices.

## **HOME INSTRUCTOR RESPONSIBILITIES**

1. Develop and coordinate with the parent/guardian a program for the student that will incorporate up to five (5)/ten (10) full hours of instruction per week.
2. Maintain an effective and ongoing working relationship with the student's classroom teacher(s) in order to obtain instructional

materials (e.g., textbooks, worksheets, tests, and course objectives) that provide for a program as consistent as possible with the program available in the school setting.

3. Obtain the student's schedule and/or IEP goals and strategies from the Home Instruction Coordinator.
4. Submit required forms in a complete and timely manner as requested by the Home Instruction Coordinator.
5. All home instructors must pick up student schedules and all other pertinent information from the Home Instruction Coordinator prior to their first home instruction visit. The home instructor will maintain all attendance records for each student on their schedule, and submit same to the Home Instruction Coordinator at the designated times.
6. The classroom teacher will be responsible for the grading of the student. The instructor will pick up the work provided by the classroom teacher and drop off completed work on a weekly basis.
7. Obtain signature of the parent/guardian on the Record of Home Instruction Hours at the conclusion of **each** home instruction session.

8. When a special education student is placed on home instruction, the case manager will remain in place.

### **INSTRUCTIONAL TIME**

1. In home instruction, one (1) day of school equals one (1) hour of home instruction for non-classified medical students and two (2) hours of home instruction for classified medical students or placed on through Child Study Team or Administration.
2. Each student is allowed up to a maximum of five (5)/ten (10) hours of instruction per week (excluding weeks where there is a holiday, staff development, etc. and the student would not normally be in the regular classroom). These hours constitute instructional time only.
3. Parent/guardians will be asked to sign off daily on the Record of Home Instruction Hours to confirm instruction hours received.
4. Within these guidelines, home instruction sessions should be scheduled cooperatively between the parent/guardian and the home instructor at times that are conducive to quality home instruction.

5. 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, the lesson will not be made up. Unnecessary cancellations may be cause for administrative re-evaluation of home instruction services. Please notify the student's guidance counselor/case manager of these situations.
  
6. The home instruction time sheet must be signed by the parent/guardian at the conclusion of every home instruction lesson.
  
7. General Education students on home instruction for an extended period of time will be referred to the Child Study Team after 60 calendar day.

## **CONCLUDING HOME INSTRUCTION**

1. Each Home Instruction application must include an anticipated date of conclusion.
2. The school will make every effort to return the student to the same classroom/class schedule upon student's return to campus.
3. At the conclusion of home instruction, parent/guardians must submit a Home Instruction Application for Return to School.
4. All home instruction placements automatically terminate at the end of the student's instructional school year. Should the need for continued home instruction still exist, **the parent/guardian must reapply for services.**
5. If home instruction exceeds 60 calendar days, at the time of renewal request, the district physician will referral the student to the Child Study Team for an evaluation.

## **WHILE ON HOME INSTRUCTION**

A student's main priority while on Home Instruction is to follow the doctor's directions for recovery and the same time try to maintain his or her academic program.

Students on home instruction are still full time students at Robbinsville Public School District and must follow the same expectations as if they were in school.

- Instruction will follow the course curriculum.
- Student may not be employed during the regular school day.
- Student may not participate in extracurricular activities/fieldtrips 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.

## **ROBBINSVILLE PUBLIC SCHOOLS**

### **Sharon Elementary School:**

Phone: (609) 632-0960

### **Pond Road Middle School:**

Phone: (609) 632-0944

### **Robbinsville High School:**

Phone: (609) 632--0950

## **GUIDANCE OFFICE DIRECTORY**

### **Robbinsville High School:**

Phone: 609 632-0950

Fax: 609 371-7961

Lindsay Richard ext. 3012  
Laurie Rontondo ext. 3016  
Sharon Davis ext. 3014  
Joanne Walker ext. 3021  
Kate Bleming – ext. 3028

### **Pond Road Middle School:**

Phone: 609 632-0944

Fax: 609 918-9011

Marci Singer ext. 4018  
Kasey Kenworthy ext. 4020  
Art Emken ext. 4044

### **Sharon Elementary School:**

Phone: 609 632-0960

Fax: 609 259-7506

Diane Mitchell ext. 5019  
Kimberly White ext. 5020

**DEPARTMENT OF STUDENT SERVICES DIRECTORY**

**Director of Student Services - Mrs. Rajneet Bajnath**

Phone: 609 632-0944

**Supervisor of Student Services – Ms. Kristina Mannino**

Phone: 609 632-0944

**Home Instruction Coordinator- Kathy Lincoln**

Phone: 609 632-0944 ext. 4411 Fax: 609 371-7964

**Child Study Team:**

Phone: 609 632-0944

Fax: 609 371-7964

**Robbinsville High School**

Jennifer Miller ext. 4421

Kate Austin ext. 4419

Kimberly Bramley ext 4416

**Pond Road Middle School**

Stephanie Lewandowski ext. 4417

Nicole Loprete ext. 4418

Lindsay Ambriz ext 4413

**Sharon Elementary School**

Claire Corliss ex 4423

Deniela LoPresti ext 4414

Lisa Caroselli ext. 4432

Kate Passafaro ext. 4415

