

Moorestown

Upper Elementary School



Home Instruction Handbook

for UES Staff



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 Home Instruction Coordinator (ext. 14020) and apprise him/her of the child's status. Students with an IEP should contact the Child Study Team to request home instruction. Submit the following:
 - 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:

2. 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.
3. Students on home instruction are still full time students at the UES and must follow the same expectations as if they were in school.
 - Instruction will follow the UES course curriculum.
 - 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.
4. Teachers providing home instruction shall be certified in the area of the pupil's subject and school level. 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 UES and then to other Moorestown certified school personnel. Last priority will be given to teachers outside the district or an approved on-line provider.

5. 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 per core curriculum subject area. Elective programs are eligible for Home Instruction at the discretion of the Principal.
6. 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.
7. The home instructor will work with the classroom teacher in following the Home Instruction Agreement related to instruction, testing, and grading.
8. 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. Multiple unnecessary cancellations may be cause for administrative re-evaluation of home instruction services. Please notify the administrator in these situations.
9. The home instruction time sheet **must be signed by the parent/ guardian at the conclusion of every home instruction lesson.**
10. Students will receive a report of their progress through the regular interim reports and grade report procedures.
11. 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:

12. When the student is able to return to school, please submit the following to the Home Instruction Coordinator:
 - 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.
13. Students returning from home instruction will report to the guidance counselor to assist the return to school.

Upon the student's return to school, the Home Instruction Coordinator will notify the regular classroom teachers, attendance office, and counseling office of the date of the return.