

HI 1



WASHINGTON TOWNSHIP PUBLIC SCHOOLS



PARENT GUIDELINES FOR HOME INSTRUCTION

Dear Parent:

When Home Instruction (HI) is requested by a parent, you must follow the following procedures:

1. Parent must contact the School Nurse to obtain and complete the following forms:

- ✓ **HI 1: PARENT GUIDELINES FOR HOME INSTRUCTION**
- ✓ **HI 2: HOME INSTRUCTION LETTER TO STUDENT'S PHYSICIAN**
- ✓ **HI 3: HOME INSTRUCTION STUDENT'S PHYSICIAN VERIFICATION**

Home Instruction Parent forms are found on the District Website > Parents > Health Services Forms.

2. The parent must return **HI 3** to the School Nurse. The Washington Township School District School Physician may contact your student's physician to secure additional information concerning your child's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide to the district board of education reasons for denial.

3. If approved, the form will be forwarded to your child's assigned school counselor. The school counselor will contact you regarding a home instruction plan.

4. Please review the following home instruction guidelines:

- Student must be available for home instruction during the scheduled dates and times. Failure to meet with the home instructor could result in poor grades and/or a discontinuation of the home instruction services.
- Parent or an adult 21 years of age or older (designated by the parent) must be home when the teacher is present. The home instructor will not enter a home if an adult is not present.
- Parent must report problems or issues with home instruction immediately to the school counselor.
- Parent must sign the Payroll Voucher – Home Instruction Form Payroll to confirm instruction took place.

- The School District may change the home instruction venue should it be determined that the health or safety conditions in the home make the home instructor visits inadvisable.
5. Upon termination of home instruction, the school counselor will e-mail the parent, home instructors, building administrator, school attendance secretary, secretary to director, nurse, CST case manager (if applicable), and transportation.

Please note that every effort will be made to maintain continuity in the course of study for each class or subject area taught. In developing a student's home instruction plan, consideration is given to:

- Physician's orders.
- Health of the student.
- The New Jersey Student Learning Standards.
- Ability to replicate a course in the home environment (e.g., AP, Honors, lab sciences, some science 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 on campus. These activities cannot be duplicated away from campus. If your child will be absent for an extended period of time (more than 6 weeks), please speak with your child's school counselor to discuss what classes would be more appropriate while on the Home Instruction Program.)
- Courses necessary for the student to maintain their academic status.
- The course of study for a special education student will be consistent with the instructional objectives of the IEP and shall meet the New Jersey Student Learning Standards.

Respectfully,
WTPS School Nurse