

HI1



WASHINGTON TOWNSHIP PUBLIC SCHOOLS

PARENT GUIDELINES FOR HOME INSTRUCTION

Dear Parent:

When Home Instruction (HI) is requested by a parent, please follow these procedures:

1. Parent – Contact the School Nurse to obtain and complete the following forms:
 - ✓ **HI1: PARENT GUIDELINES FOR HOME INSTRUCTION**
 - ✓ **HI2: HOME INSTRUCTION LETTER TO STUDENT’S PHYSICIAN**
 - ✓ **HI3: HOME INSTRUCTION STUDENT’S PHYSICIAN VERIFICATION**

Home Instruction Parent forms are found on the District Website > Parents > [Health Services Forms](#).

2. Parent – Return **HI3** to the School Nurse. The Washington Township School District Physician may contact your student’s physician (must be licensed MD or DO) 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. School Nurse – If approved, the form will be forwarded to your child’s assigned school counselor who will contact you regarding a home instruction plan.
4. 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. If a cancellation is necessary, inform the home instructor 24 hours in advance.
 - 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.
 - 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. School Counselor – Upon termination of home instruction, will email the parent, teachers, home instructors, counseling secretary/clerk, building administrator, school attendance secretary, school nurse, transportation, and CST case manager (if applicable).

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 world language courses).
 - 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 (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

School Nurse	School	Telephone	Fax
Michelle Westenberger	Bells Elementary	856-589-8441	856-589-6607
Barrie Weidner	Birches Elementary	856-232-1290	856-232-7963
Tina Guerra	Grenloch Terrace Early Childhood Center	856-227-1303	856-227-8207
Anne-Marie Gilbert	Hurffville Elementary	856-589-7459	856-589-6909
Andrea Patterson	Thomas Jefferson Elementary	856-589-8248	856-589-6919
Katie Dobias	Wedgwood Elementary	856-227-8110	856-227-8163
Jennifer Simpson	Whitman Elementary	856-227-1103	856-227-0965
Barbara Keane	Bunker Hill Middle School	856-881-7007	856-881-5414
Victoria Staub	Chestnut Ridge Middle School	856-582-3535	856-582-4952
Michelina Tenuto	Orchard Valley Middle School	856-582-5353	856-589-6196
Heather Scarduzio	Washington Township High School 9-10	856-589-8500	856-218-0324
Kathleen Luckiewicz	Washington Township High School 11-12	856-589-8500	856-256-9149