

**Regulation**

---

HOME INSTRUCTION

The principal or his or her designee shall ensure that students who are unable to attend school for the following reasons receive home instruction as required by and within the time frames established by board policy and law:

A. Temporary or chronic health condition:

1. When requested by the parent/guardian; and
2. There is a written determination from the student's physician documenting the projected need for confinement;
3. Verification by the school physician that there is a need for the home instruction.

B. Reasons other than a temporary or chronic health condition:

1. The student is mandated by State law and rule for placement in an alternative education program for firearms offenses and/or assault with weapons offenses but placement is not immediately available;
2. The student is placed on short-term or long-term suspension;
3. A court order requires that the student receive instructional services in the home or other out-of-school setting.

Placement on Home Instruction

The school nurse, guidance counselor, child study team or school administration may recommend a pupil for placement on home instruction. The chief school administrator must approve home instruction placement.

Once a pupil is approved for placement on home instruction, the staff member responsible for oversight of the home instruction will:

- A. Review the curriculum with the pupil and the pupil's regular teacher(s); Notify attendance personnel of the placement;
- B. Obtain the necessary texts and materials for the Home Instructor;
- C. Establish liaison between the Home Instructor and the regular classroom teacher(s); and
- D. Establish the grade structure and reporting process for the Home Instruction.

Provision of Home Instruction

The staff member designated by the principal responsible for the oversight of a pupil on home instruction will:

- A. Provide information to the parent/guardian including an approved list of certified teachers and online instructional opportunities as the situation demands;
- B. Resolve any problems that arise during request and verification as well as during the provision of the home instruction;
- C. Ensure the timely submission of reports and payroll data;
- D. Review records as appropriate;

HOME INSTRUCTION (regulation continued)

E. Ensure the timely submission of grades from the home instructor;

Responsibilities of the Home Instructor

The home instructor will:

- A. Contact the pupil's parent or legal guardian to establish the Home Instruction schedule and place of instruction if it is to be other than the pupil's home;
- B. Prepare the necessary lesson plans and/or course of study for the conduct of the instruction;
- C. Oversee online instruction and act as a resource for questions, homework, etc.;
- D. Maintain proper documentation to support the conduct of the instruction as well as the grades assigned.
- E. Maintain proper payroll information;
- F. Obtain all necessary resource materials and supplies from the school;
- G. Return all resource materials and supplies upon completion of the instruction; and
- H. Compile the final results and grades from the home instruction and discuss the results with the staff member responsible for the oversight of the instruction.

The final evaluation of the home instruction is the responsibility of the home instructor and the grade assigned has the same value and standing as if the regular classroom teacher had assigned it. All policy and regulation relating to the assignment and changing of grades that apply to regular teacher grades also apply to home instruction grades.

In cases of communicable disease, hospitalization, danger to staff, or other reasons that will make delivery of services impossible or impractical because of the non-availability of the pupil or threat to the instructor, the principal will verify when home instruction may safely begin and/or explore alternative method of home instruction such as online school work or remote access to classrooms.

Pupils with disabilities may not be placed on home instruction unless indicated by the student's IEP.

Adopted:	November 10, 2004
Revised:	August 12, 2009
NJSBA Review/Update:	June 2015
Readopted:	August 12, 2015