

# POLICY

## 2412.1 Homebound

The Nutley Public School District will provide instructional services to an enrolled student whether a general education student or special education student in kindergarten through grade 12 at the student's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the student is confined due to a temporary or chronic health condition which precludes participation in their usual setting. The District will also provide instructional services to students without a temporary or chronic health condition who meet the following criteria:

1. The student is mandated by State law and rule for placement in an alternative education program for violations of NJAC 6A: 16-5.5 and 5.6 but placement is not immediately available.
2. The student is placed on short-term or long-term suspension from participation in the general education program pursuant to NJAC 6A:16-7.2 and 7.3; or
3. A court order requires that the student receive instructional services in the home or other out-of-school setting.

The procedures for requesting home or out-of-school instruction for students with a temporary or chronic health condition are as follows:

1. The parent shall submit a request to the school district that includes a physician's certificate documenting the diagnosis and projected need for confinement at the student's residence or other treatment setting for 10 consecutive school days or more during the school year.
  - The Homebound Request Form may be obtained in the Office of Special Services and must be returned to the Director of Special Services with copies forwarded to the building principal and I & RS chairperson.
  - Upon receipt of the Homebound Request Form, parents will be given a letter explaining Homebound Instruction.
2. The school district shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide reasons for denial to the district board of education. The school physician reserves the right to request an evaluation by a specialist at the parent's expense.



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3. The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.
4. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is approved prior to the student's confinement, instruction will commence during the first week of the student's confinement to the home or out-of-school setting. If the school physician denies homebound instruction and the parent has been notified, absences will be cumulative and unexcused from that day forward.
5. Students may be placed on homebound through administration for reasons other than a temporary or chronic health condition (i.e. students in need of an alternative educational setting or suspended students). Administration may not require physician's documentation to refer students for homebound instruction.

The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through contract with another district board of education, educational services commission, jointure commission, or approved clinic or agency pursuant to NJAC 6A:14 for all K-12 students who reside in the town of Nutley and are enrolled in the public school program.

The home or out-of-school instruction shall meet the following minimum standards:

When the referral procedure has been completed and approved, the school district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.

1. For a student without disabilities whose projected confinement will exceed 30 consecutive calendar days, the District shall develop an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of instructional services and student progress.
  - This IPP shall be developed within 30 calendar days after placement on Home Instruction.
  - For a student on short-term suspension (10 days or fewer) for the general education program pursuant to NJAC 6A:16-7.2, development of an IPP is not required.
2. Teachers providing instruction shall be certified and when possible, certified in the subject, grade level and special needs of the student pursuant to NJAC 6A:9, Professional Licensure and Standards.



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- A substitute teacher certification shall not be sufficient to meet the requirements of home or out-of-school instruction.
3. For students with a temporary or chronic health condition, the Homebound Instructor shall provide one-on-one instruction for no fewer than five hours per week on three separate days of the week and, if the student is physically able, no fewer than five hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom (i.e. thematic reinforcements).
  4. For students on Homebound Instruction for reasons other than a temporary or chronic health condition, the instructor shall provide one-on-one instruction no fewer than 10 hours per week on three separate days of the week and no fewer than 10 hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom.
  5. If home instruction is provided to students in a small group rather than through one-on-one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of students in the group by five hours for students with a temporary or chronic health condition. For students on Home Instruction for reasons other than a temporary or chronic health condition, direct instruction shall be provided for no fewer than 20 hours per week. The hours of instruction shall be provided on no fewer than three separate days during the week and the student to teacher ratio shall not exceed 10:1.
  6. For a special education student, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate.
  7. In cases of both regular education and special education, home instruction shall meet the Core Curriculum Content Standards pursuant to NJAC 6A:8, Standards and Assessment, and the requirements of the district board of education for promotion at that grade level.
  8. If the instruction is delivered in the student's home, a parent or other adult 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. At the high school level, homebound instruction will provide the minimum requirements necessary for graduation. AP and honors coursework may not be available to students on homebound instruction.



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9. If the instruction is delivered at a pre-arranged off premise site (i.e. Public Library), the parent is responsible for the timely transportation of their child. The homebound instructor will not be responsible for student during transportation delays.
10. Students attending school part-time or full-time are ineligible for home instruction services.
11. Students on homebound instruction are ineligible to participate in extra-curricular activities or a school-based work-study program.
  - If a chronic or temporary health condition is verified to demonstrate limited mental or physical capabilities, the student should not be allowed to work while receiving homebound instruction services.
12. Refusal or failure by a parent to participate in the development and revision of the student's IPP as required or to be present in the home as required may be deemed a violation of compulsory education laws, pursuant to NJSA 18A:38-25 through 31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.
13. Refusal or failure by a parent or student to comply with the procedures set forth in this policy will result in suspension of Homebound Instruction and case review by administration including the Director of Special Services, Principal, and I&RS Chairperson.
14. When provision of home instruction will exceed 60 calendar days, the school physician shall refer the student to the child study team for evaluation according to requirements NJAC 6A:14.

## Responsibilities of Homebound Instructors

1. Homebound Instructors shall be given information by the Office of Special Services concerning the educational needs of the student and informed of school policy and procedures relative to their responsibilities.
2. The Homebound Instructor will contact the classroom teacher, by phone or in person, to discuss all aspects of the continuing program.
3. The Homebound Instructor will contact the parent/guardian to arrange times/days home instruction will occur.
4. The District will provide Homebound Instructors with the educational materials necessary to effectively continue the student's course of instruction. This will include, if necessary, a course outline, teacher's guide, tests, assignments, quizzes, etc.



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5. Homebound Instructors will keep a daily log of attendance and material covered with each student. The District will provide documentation materials to Homebound Instructors.
6. Homebound Instructors will inform the case manager after a student misses three consecutive scheduled sessions or five cumulative sessions within a 30 day period and homebound instruction may be suspended.
7. It will be the Homebound Instructor's responsibility to return all materials borrowed at the end of the student's confinement. Any lost books or supplemental materials will be at the parent's expense unless the homebound instructor is responsible.
8. Any problems that occur with implementation of homebound instruction should be reported immediately to the Director of Special Services, the building principal, and the I&RS Chairperson.
9. The Homebound Instructor will be responsible for submitting all documentation as required by the Homebound Policy. Payment for home instruction will be contingent upon accurate documentation.

## Documentation Procedures for Homebound Instruction

1. The student's Individualized Program Plan (IPP) shall be based upon consultation with the student, parent and a multidisciplinary team of professionals (Intervention and Referral Services Team) with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social and health needs of the student and recommend a program to address both educational and behavioral goals.
2. The IPP shall incorporate any prior findings and actions recommended through the school building system of Intervention and Referral Services, pursuant to NJAC 6A:16-8, Intervention and Referral Services (I&RS) and the Child Study Team if applicable.
3. The IPP shall recommend placement in an appropriate educational program, including supports for transition back to the general education setting.
4. Case managers designated by I &RS will obtain documentation from the student's physician every 30 days to determine the continued need for home instruction or for termination from home instruction.
5. The District shall review the student's progress, consult with the student's parent and homebound instructor and revise the IPP every 30 days, if necessary.
  - Schedule changes may occur if homebound instruction cannot accommodate the curriculum of specialized courses in which laboratory work, in-class participation and dialogue are essential to meet course requirements. The Administrator in charge will assume this responsibility.
6. The Homebound Instructor shall submit an educational progress report every 30



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days and at the termination of homebound instruction to the Office of Special Services.

- This report shall include an objective evaluation of student progress and copies of daily log entries.
  - Financial payment for homebound instructor services shall be subject to the receipt of monthly reports, records of grades, course requirements and final exams.
7. The final grade for a student shall remain the primary responsibility of the subject matter teacher. If a student has been absent up to 50% of a marking period, the tabulation of the final grade should include recommendation from the Homebound Instructor. If a student has worked with a Homebound Instructor for an entire marking period the Homebound Instructor will be responsible for the final grade for that marking period.
  8. The Director of Special Services or the I&RS Chairperson or his/her designee(s) will, throughout the year, contact parents, students, teachers, guidance counselors and Homebound Instructors to survey the perceived effectiveness of the Homebound Program.
  9. The time sheet and reports should be received at the Office of Special Services bi-monthly(each pay period); this will enable the office to meet the payroll schedule.
  10. A copy of the final report should be given to the parent, and copies will be retained in the Office of Special Services and the Intervention and Referral Services Team Office. The Homebound Instructor will also retain a copy.

The District shall maintain a summary record concerning students receiving home or out-of-school instruction.

The summarized record shall provide information concerning the number of students categorized by age, grade, gender, the number of weeks on home instruction before placement in the recommended setting, and the reasons for delay.

The District shall provide the summary report annually to the county superintendent of schools.

Adopted: 18 December 2007  
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