

MONROE TOWNSHIP PUBLIC SCHOOLS
Williamstown, NJ 08094

Parent Guidelines to Homebound Instruction

DATE:

Dear Parent and/or Guardian:

This information has been designed to provide you with guidelines and procedures regarding the homebound instruction process.

When homebound instruction is requested by a parent and/or guardian, he or she should follow these specific procedures:

1. The parent must contact the nurse at the school the child attends to secure the following forms:
 - A. The parent must obtain and complete the **Parental Request Form for Homebound Instruction (HBI #3)**.
 - B. The parent must obtain and have the **Medical Verification Form (HBI #4)** completed by the physician. This form must be signed by the physician and affixed with the physician's official office stamp. If the physician's stamp is unavailable, please print or type the physician's name, address and phone number at the bottom of the page of form **HBI #4**.

Note: Both forms mentioned above Parental Request Form for Homebound Instruction (HBI #3) and Medical Verification Form (HBI #4) must be returned to the School Nurse before the homebound instruction process can begin.

2. Additional parental responsibilities include the following:
 - A. Insure that your son/daughter is available for tutoring. Failure to meet with the tutor regarding the required number of hours could result in poor grades, and ultimately, the discontinuance of the homebound instruction process.
 - B. A parent/guardian must be home when the tutor is present. The tutor will not enter a home if the parent/guardian is not present.
 - C. Any problem related to the homebound instruction process should be directed to the student's guidance counselor.
 - D. Upon termination of homebound instruction, the student must report to the school nurse with a note from the physician (if Home Instruction was provided for medical reasons) indicating that the student may return to school. The school nurse will then forward this note to the school attendance secretary with copies to the guidance counselor and Child Study Team if applicable.
3. When a nondisabled student is confined at home or to a hospital by a physician for more than sixty (60) calendar days, the school physician shall refer the student to the Child Study Team according to N.J.A.C. 6A:14-3-3 (e).